

PASSPORT INFORMATION SHEET

***** ALL APPLICANTS MUST APPEAR IN PERSON*****

NAVARRO COUNTY DISTRICT CLERK PROCESSING HOURS ARE **8:00 AM TO 3:00 PM MON-FRI.**
(EXCEPT ON DESIGNATED HOLIDAY CLOSINGS)

**** YOU MUST BE ABLE TO SPEAK AND COMPREHEND THE ENGLISH LANGUAGE TO PROCESS A PASSPORT. IF YOU ARE UNABLE TO SPEAK ENGLISH PLEASE BRING A TRANSLATOR ****

****SI NO PUEDE HABLAR INGLÉS POR FAVOR TRAIGA UN INTÉRPRETE****

First time ADULT applicants:

- Passport application form (COMPLETED IN BLACK INK)
- One passport photo (we suggest copy center located on Beaton St.)
- A certified copy or your original birth certificate(must be a long form certificate if you were born in Texas)
- Government issued photo I.D. (driver's license, military, state ID, etc.)
- Check or money order payable to "DEPARTMENT OF STATE" FOR EACH APPLICATION \$110 -book , \$30- card
- Processing fee of \$36 may be paid cash, check, money order, or credit card.

Renewal* for an ADULT:

- Passport renewal form (COMPLETED IN BLACK INK)
- One passport photo (we suggest copy center located on Beaton St.)
- Check or money order for the fees made payable to the "DEPARTMENT OF STATE" \$110 -book , \$30- card
- Your expired or old passport card or book.

***For renewal of an ADULT passport card or book you will mail in the application to the address listed on the application.**

INSTRUCTIONS TO EXECUTE A CHILDS PASSPORT APPLICATION

First time for a ***child under 16 years**** old:

- Both parents and the child must be present to execute the passport application.
- Both parents must have a valid for of government issued ID (driver's license, military ID, ETC)
- Child's original birth certificate, or certified copy.
- One passport photo
- Processing fee of \$36 may be paid cash, check, money order, or credit card.
- Check or money order for the fee made payable to the "DEPARTMENT OF STATE" for each application \$80- book, \$15- card.

Renewal application for a ***child under 18 years**** old:

Until the child reaches 18 years old the only way to renew a child's passport is to execute a new DS-11 passport form.

- Both parents and the child must be present to execute the passport application.
- Both parents must have a valid for of government issued ID (driver's license, military ID, ETC)
- Child's original birth certificate, or certified copy.
- One passport photo
- Processing fee of \$36 may be paid cash, check, money order, or credit card.
- Check or money order for the fee made payable to the "DEPARTMENT OF STATE" for each application \$80- book, \$15- card.
- The expired passport book or card.

****If the child is 16 or 17 years of age they will only require one parent to be present as long as the child has either a photo student ID, driver's license, or state issued ID. If they do not have any photo ID then both parents will be required to be present.***

FEES AND IMPORTANT INFORMATION

ADULT

BOOK- \$110

CARD- \$30

CHILD UNDER 16

BOOK-\$80

CARD-\$15

EXPIDITE FEE \$60 - GET IT IN 2-3 WEEKS

OVERNIGHT FEE \$15.89- PAID ONLY WHEN YOU EXPIDITE A BOOK.

An additional fee of \$36 processing fee to district clerk per application may be made payable by check, money order, cash, or credit card. This fee may be combined if multiple applications are processed

All money paid to the department of state **MUST** be either a check or money order **NO EXCEPTIONS.**

Regular processing time for passport return is 4-6 weeks.

Log on to travel.state.gov to check your application status or call toll free at 1-877-487-2778.