

LEON COUNTY DISTRICT CLERK

139 EAST MAIN STREET, CENTERVILLE, TX 75833
903-536-2227

PASSPORT APPLICATION INSTRUCTIONS

PASSPORTS ARE ACCEPTED BY APPOINTMENT ONLY

For downloadable forms, complete instructions including special instructions for children under 16 years of age, foreign entry requirements, and other information, please visit the U.S. Department of State web site at www.travel.state.gov

1. Please have the passport application (DS-11) filled out, all questions need to be answered. Please use **black ink. DO NOT SIGN** your application. Your signature on the application must be witnessed by my deputies or myself.
2. Bring your completed application to the District Clerk's Office located at 139 EAST MAIN STREET, CENTERVILLE, TX 75833.

3. You will also need to bring the following.

EVIDENCE OF U.S. CITIZENSHIP

- Certified U.S. Birth Certificate
- Previous U.S. Passport (may be expired, must be undamaged)
- Consular Report of Birth Abroad
- Certificate of Naturalization/Citizenship

PHOTO IDENTIFICATION

- Valid Driver's License (plus a second ID if issued in a different state)
- Undamaged U.S. Passport (if issued less than 15 years ago)
- Certificate of Naturalization
- Valid Government or Military ID

PHOTOGRAPH

- Color, 2 x 2 inches in size taken within last 6 months

CHILDREN

- Under 16 years old - All the above plus evidence of parental relationship.
- Both parents must be present with photo ID or one parent with a signed, notarized DS-3053 or a signed DS-5525 depending on the circumstances.
- 16 to 17 years old - One parent must be present with photo ID

Thank you for carefully following these instructions. If you should have any questions, please contact my office between the hours of 8:00 a.m. to 5:00 p.m. Monday through Friday at 903-536-2227.

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UNITED STATES PASSPORT FEES

Payment Instructions: *The application fee is paid directly to the Department of State. **The Execution/Acceptance fee is paid directly to the acceptance facility. Two separate payments are required.

ADULT APPLICANTS (16 Years and Older) Please see [Apply in Person.](#)

What are you applying for?	Use Form	Application Fee <small>*Paid to the U.S. Department of State</small>	Execution Fee (Acceptance Fee) <small>**Paid to the Acceptance Facility</small>
First-time Adult Passport Book	DS-11	\$110	\$35
First-time Adult Passport Card <small>Not valid for international air travel. Valid only for travel by land and by sea to Canada, Mexico, Bermuda, and the Caribbean.</small>	DS-11	\$30	\$35
First-time Adult Passport Book & Card	DS-11	\$140	\$35
Adult Passport Card <small>For applicants who currently have a valid passport book.</small>	DS-82	\$30	No Charge

ADULT RENEWALS Please see [Renewal by Mail.](#)

What are you renewing?	Use Form	Application Fee <small>*Paid to the U.S. Department of State</small>	Execution Fee (Acceptance Fee) <small>**Paid to the Acceptance Facility</small>
Adult Passport Book	DS-82	\$110	No Charge
Adult Passport Card <small>Not valid for international air travel. Valid only for travel by land and by sea to Canada, Mexico, Bermuda, and the Caribbean.</small>	DS-82	\$30	No Charge
Adult Passport Book & Card	DS-82	\$140	No Charge

ALL MINOR APPLICANTS (Under 16) Please see [Children Under 16.](#)

What are you applying for?	Use Form	Application Fee <small>*Paid to the U.S. Department of State</small>	Execution Fee (Acceptance Fee) <small>**Paid to the Acceptance Facility</small>
Minor Passport Book	DS-11	\$80	\$35
Minor Passport Card <small>A passport card is valid only for travel by land and by sea to the following locations: Canada, Mexico, Bermuda, and the Caribbean.</small>	DS-11	\$15	\$35
Minor Passport Book & Card	DS-11	\$95	\$35

OPTIONAL FEES (Paid to the U.S. Department of State)

Expedite Fee	Paid per application, in addition to required fees. Provides faster processing than routine service. Please see Processing Times.	\$60
1-2 Day Delivery	Paid per application for 1-2 day delivery of an issued passport book from the Department of State to the customer. Only applies to mailing addresses within the United States. Not valid for passport cards.	\$15.89
File Search Fee	A file search is necessary when an applicant is unable to present evidence of U.S. citizenship or verification of a previously issued U.S. Passport or Consular Report of Birth Abroad. Applicant must submit Form DS-11 and a written request for a file search.	\$150

Submitting incorrect passport fees could delay the processing of your application. For more information regarding passport application fees, please visit travel.state.gov/fees or call 1-877-487-2778, TDD/TTY: 1-888-874-7793.