

# HOW TO APPLY FOR A U.S. PASSPORT APPLICATION

**BY APPOINTMENT ONLY. PLEASE CALL 830-769-3011**

ATASCOSA COUNTY DISTRICT CLERK'S OFFICE

8:00 AM – 4:00 PM MONDAY - THURSDAY / 8:00 AM – 12 PM FRIDAY

CLOSED FOR LUNCH 12:00 PM – 1:00 PM

PLEASE COMPLETE YOUR PASSPORT APPLICATION PRIOR TO YOUR APPOINTMENT

Applications can be found at [www.travel.state.gov](http://www.travel.state.gov) or picked up at the Atascosa County District Clerk's Office.

## ADULT APPLICANTS (16 years and older)

- Complete Form DS-11 **black ink ONLY** (DO NOT sign the form – it must be signed in front of the agent)  
IF ANY MISTAKES ARE MADE ON THE APPLICATION, YOU MUST START OVER – NO WHITE OUT OR CROSS-OUTS ALLOWED
- You will need 1 passport photo \*must meet certain specifications - please see DS-11 instruction pages
- Bring a certified LONG FORM birth certificate (from your county of birth), with a raised or multi-colored seal  
OR  
An original certificate of naturalization, for Naturalized citizens (cannot be a copy)  
OR  
An expired passport, in lieu of a birth certificate
- Photo ID – valid drivers license, or state issued identification card

## MINOR APPLICANTS (under 16 years of age)

- Both parents or the child's legal guardian(s) must be physically present along with the applying minor  
*If only one parent/guardian can appear, you must submit one of the following:*
  - A notarized DS-3053 Statement of Consent with photocopy of the front and back of the second parent/guardian's photo ID
  - The second parent's death certificate (if second parent is deceased)
  - Evidence of sole authority to apply (Example: a court order granting sole legal custody or a birth certificate listing only one parent)
  - A written statement (made under penalty of perjury) or DS-5525 explaining, in detail, why the second parent cannot be reached
- Complete Form DS-11 **black ink ONLY** (DO NOT sign the form – it must be signed in front of the agent)  
IF ANY MISTAKES ARE MADE ON THE APPLICATION, YOU MUST START OVER – NO WHITE OUT OR CROSS-OUTS ALLOWED
- You will need 1 passport photo \*must meet certain specifications - please see DS-11 instruction page 1
- Bring a certified LONG FORM birth certificate (from your county of birth), with a raised or multi-colored, listing the names of the parent(s)/guardian(s) and child
- Parent's valid photo ID

### FEES

**Adult Passport Book \$130**

**Adult Passport Card \$30**

**Minor Passport Book \$100**

**Minor Passport Card \$15**

\*Passport Card is for travel by land and sea to Canada, Mexico, Bermuda and the Caribbean ONLY

**Routine Service:** 7 to 10 weeks, from the day an application is submitted to the day it is received

**Expedited Service:** 4 to 6 weeks, from the day an application is submitted to the day it is received. Expedite service cost is an additional \$60.

**1-2 Day Delivery:** \$18.32 - Paid per application 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.

\*Visit [travel.state.gov/passportfees](http://travel.state.gov/passportfees) for current fees and how fees are used and processed.

\*\*\*PLEASE SEE BACK SIDE FOR PASSPORT RENEWAL INFORMATION

## U.S. PASSPORT RENEWAL

\*\*If your U.S. passport book and/or card has been mutilated, damaged, or reported lost or stolen, you can NOT use renewal Form DS-82 and must re-apply by using Form DS-11 \*with all applicable fees paid (see front side of this page)

### STEPS TO RENEW A U.S. PASSPORT - **This acceptance facility can not process renewal forms.**

1. Complete and sign form DS-82
2. Attach one color photograph 2x2 inches in size, your previously issued U.S. passport, and supporting documents (See Section D of the instructions on form DS-82)
3. Mail your application and attachments (See Section E of the instruction on form DS-82)
4. Track application status online at [passportstatus.state.gov](http://passportstatus.state.gov)
5. Receive new passport and original supporting documents (that you submitted with your application)

\*Visit [travel.state.gov/passportfees](http://travel.state.gov/passportfees) for current fees and how fees are used and processed.

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### PAYMENT INSTRUCTIONS

Note: Two separate payments are required.

- Passport fees must be made by a check or money order, payable to U.S. Department of State.  
*\*One check/ money order per application -or- one check/money order per family (must be applying with the same application form).*
- The execution fee must be cash or money order (**\$35 per application**), payable to Atascosa County District Clerk.

*PLEASE SEE THE INSTRUCTION PAGES ON EACH U.S. APPLICATION FORM FOR MORE SPECIFIED DETAILS*

For information or questions, visit the official Department of State website at [travel.state.gov](http://travel.state.gov) or contact the National Passport Information Center (NPIC) at 1-877-487-2778 (TDD/TTY: 1-888-874-7793) or [NPIC@state.gov](mailto:NPIC@state.gov)