

U.S. PASSPORT APPLICATION

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

BY APPOINTMENT ONLY. PLEASE CALL 830-769-3011

PLEASE COMPLETE YOUR PASSPORT APPLICATION PRIOR TO YOUR APPOINTMENT

Applications can be found at 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 pg. 1
 - 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 driver's license, or state issued identification card

MINOR APPLICANTS UNDER 16

- 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: 8 to 11 weeks, from the day an application is submitted to the day it is received

Expedited Service: 5 to 7 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.

\$35 cash/ money order execution fee

***\$9 cash postage fee for Renewal Applications**

***PLEASE SEE BACK SIDE FOR PASSPORT RENEWAL INFORMATION

APPLICATION FOR RENEWAL OF U.S. PASSPORT

- Complete Form DS-82 **black ink ONLY**
IF ANY MISTAKES ARE MADE ON THE APPLICATION, YOU MUST START OVER – NO WHITE OUT OR CROSS-OUTS ALLOWED
- Bring your most recently issued U.S. passport book and/or card (issued at age 16 or older in your current name and issued within the past 15 years)
- You will need 1 new passport photo *must meet certain specifications – see pg.2 of Form DS-82
- A certified marriage certificate or court order if your name has changed

**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)

Form DS-82 can be submitted for processing through our facility with a \$9 cash postage fee due, to mail it out, or you may mail out the application yourself to the appropriate address listed on instruction pg.1 of Form DS-82.

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 same application form).*
- The execution fee must be cash or money order (**\$35 per application**), payable to Atascosa County District Clerk. *Does not apply for Renewal Application Form DS-82

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 or contact the National Passport Information Center (NPIC) at 1-877-487-2778 (TDD/TTY: 1-888-874-7793) or NPIC@state.gov