

# Passport Information

*The Hopkins County District Clerk's office has proudly served the citizens of Hopkins and nearby counties for over 15 years as Passport Agents for the U S Department of State. Please feel free to call us to assist you with your passport questions. Looking forward to seeing you soon!*

## Apply in Person:

Hopkins County District Clerk  
282 Rosemont Street, Suite 2  
Sulphur Springs, TX 75482  
(903) 438-4081

## Passport Acceptance Hours:

Monday thru Friday 8:00 – 4:00  
Closed During Lunch Noon until 1:00 p.m.  
NO Passport Applications will be processed AFTER 4:00 p.m.

## Fees: Adult Applicants (age 16 and older):

Product	Fee Per Application	Execution Fee Per Application
Passport Book	\$110	\$35
Passport Card	\$ 30	\$35
Passport Book & Card	\$140	\$35

## Child Applicants (Age 15 and younger):

Product	Fee Per Application	Execution Fee Per Application
Passport Book	\$80	\$35
Passport Card	\$15	\$35
Passport Book & Card	\$95	\$35

**\*\*PLEASE NOTE: THE APPLICATION FEE AND THE EXECUTION FEE ARE PAID SEPARATELY.\*\***  
**\*\*\*WE DO NOT ACCEPT DEBIT OR CREDIT CARDS\*\*\***

## Items Needed For A New Passport:

1. Certified birth certificate or naturalization certificate. For more information visit:  
<https://travel.state.gov/content/travel/en/passports/requirements/citizenship-evidence.html>
2. Valid photo identification. For more information visit:  
<https://travel.state.gov/content/travel/en/passports/requirements/identification.html>
3. Passport photo. For more information visit:  
<https://travel.state.gov/content/travel/en/passports/requirements/photos.html>
4. Check or money order for **each Application Fee** made payable to: **U.S. DEPT. OF STATE must be attached to each application.**
5. Check or money order for the total amount of **Execution Fees** made payable to: **HOPKINS COUNTY DISTRICT CLERK - cash can be accepted for this fee.**
6. Application (form DS-11) completed in **\*\*\* black ink only.\*\*\***

## Forms:

Forms are supplied in our office or can be printed from Travel.State.Gov:  
<https://travel.state.gov/content/travel/en/passports/requirements/forms.html>

**EACH PERSON MUST BE PRESENT FOR THEIR APPLICATION PROCESS.**  
**BOTH PARENTS AND CHILD MUST BE PRESENT FOR EACH CHILD'S APPLICATION.**

For more information on current processing times, fees, and requirements please visit:  
<https://travel.state.gov/content/travel.html>