**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:**  **Passport Acceptance Hours:**

Hopkins County District Clerk **Monday thru Friday 8:00 - 3:00**

282 Rosemont Street, Suite 2 Lunch Closings M - TH 12:00 - 1:00

Sulphur Springs, TX 75482 Friday Opening During Lunch

(903) 438-4081 NO **Passport Applications will be processed AFTER 3:00 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**](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**](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**](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.**

1. 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.**

1. 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**](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**](https://travel.state.gov/content/travel.html)