

APPLY FOR YOUR **U.S. PASSPORT** AT THE OFFICE OF THE DISTRICT CLERK

Regular Hours: Monday – Friday, 8:30 A.M. – 3:00 P.M.

Closed for Lunch 12:00 P.M. – 1:00 P.M.

Passports are by appointment only

(940) 668-5450

MARCI A. GILBERT

Cooke County District Clerk
Cooke County Courthouse
101 S. Dixon St., Room 207
Gainesville, Texas 76240
(940)668-5450



WHAT TO BRING

☐ **DS-11 FORM**

☐ **EVIDENCE OF U.S. CITIZENSHIP**

One Original:

- 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**

One Original:

- 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**

- In Color, 2 x 2 inches in size and printed on thin, photo-quality paper

☐ **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

☐ **PAYMENT**

- Payment for the **U.S. Department of State** Must be a Check or Money Order - **no exception**
- Payment for the **District Clerk**
Cash, MO or Debit/Credit Card

FEES & PAYMENTS

BOTH FEES REQUIRED AT
TIME OF APPLYING

**US DEPT
OF STATE**

**DISTRICT
CLERK**

BOOK:

Adults 16 & older
Children under 16

\$130*
\$100*

\$35♦
\$35♦

CARD:

Adults 16 & older
Children under 16

\$30*
\$15*

\$35♦
\$35♦

BOOK & CARD:

Adults 16 & older
Children under 16

\$160*
\$115*

\$35♦
\$35♦

OPTIONAL SERVICES:

Expedited Service
1-2 Day Delivery

\$60*
\$22.05*

\$30.45♦

***Check or Money Order Payable to: U.S. Dept. of State**

**♦ Money order or Debit/Credit Payable to:
Cooke County District Clerk**

For more detailed information, visit:

www.travel.state.gov

**EACH APPLICATION MUST HAVE ITS OWN CHECK OR MONEY ORDER
EXAMPLE - 2 APPLICATIONS YOU NEED 2 MONEY ORDERS**