

# PASSPORT INFORMATION SHEET

\*\*\*PLEASE READ ALL INFORMATION\*\*\*

NAVARRO COUNTY DISTRICT CLERK PROCESSING HOURS ARE **8:00 A.M. TO 3:00 P.M. MON-FRI** EXCEPT ON DESIGNATED HOLIDAY CLOSINGS. **\*\*\*ALL APPLICANTS MUST APPEAR IN PERSON\*\*\***

**\*\*\*YOU MUST BE ABLE TO SPEAK AND COMPREHEND THE ENGLISH LANGUAGE TO PROCESS A PASSPORT, IF YOU CAN NOT PLEASE BRING SOMEONE TO TRANSLATE WITH YOU\*\*\***

## YOU WILL NEED:

- PASSPORT APPLICATION FORM (COMPLETED IN **BLACK INK** AND DO NOT USE WHITEOUT OR CORRECTION TAPE)
- ONE PASSPORT PHOTO LOCAL BUSINESS THAT PROCESSES PASSPORT PHOTOS: **COPY CENTER**
- A CERTIFIED COPY OF BIRTH CERTIFICATE (IF BORN IN TEXAS A LONG-FORM CERTIFIED COPY IS REQUIRED) OR CERTIFICATE OF NATURALIZATION
- GOVERNMENT ISSUED PHOTO I.D. (DRIVERS LICENSE, MILITARY, ETC)
- **CHECK OR MONEY ORDER** PAYABLE TO "DEPARTMENT OF STATE" **FOR EACH APPLICATION**

## FEES FOR ANYONE AGE 16 OR OLDER:

- PASSPORT BOOK (USE FOR TRAVEL ANYWHERE, BY LAND, SEA OR AIR) = **\$110**
- PASSPORT CARD (USE FOR TRAVEL BY LAND AND SEA ONLY) = **\$30.00**

APPLICANTS 16 AND 17 REQUIRE ONE PARENT PRESENT WITH APPLICANT(S)

**FEES FOR ANYONE UNDER AGE 16:** PASSPORT BOOK = **\$80** PASSPORT CARD = **\$15**

APPLICANTS UNDER 16 REQUIRE BOTH PARENTS TO BE PRESENT WITH CHILD OR ONE AUTHORIZATION FORM (DS-3053) AND COPY OF FRONT AND BACK OF I.D.

**REGULAR PROCESSING.....REQUIRES 4 -6 WEEKS**

**EXPEDITED PROCESSING.....REQUIRES 2-3 WEEKS AND **ADD \$60** TO THE FEES LISTED BELOW**

**IF TRAVELING WITHIN 14 DAYS** YOU MUST CONTACT THE NATIONAL PASSPORT INFORMATION CENTER TO SET AN APPOINTMENT AT THE DALLAS OFFICE FOR SAME DAY PROCESSING. PLEASE CALL: 1-877-487-2778

- AN ADDITIONAL PAYMENT OF **\$35** (processing fee) and **\$1** (copy fee as needed) TO **"DISTRICT CLERK" PER APPLICATION** MAY BE MADE BY CHECK, MONEY ORDER, CASH OR CREDIT CARD (THIS FEE MAY BE COMBINED IF MULTIPLE APPLICATIONS ARE PROCESSED)