

# HOW TO APPLY FOR A U.S. PASSPORT APPLICATION

**BY APPOINTMENT ONLY. PLEASE CALL 830-769-3011**

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

PLEASE COMPLETE YOUR PASSPORT APPLICATION PRIOR TO YOUR APPOINTMENT

Applications can be found at [www.travel.state.gov](http://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 pages
  - 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 drivers license, or state issued identification card

## MINOR APPLICANTS (under 16 years of age)

- 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:** 4 to 6 weeks, from the day an application is submitted to the day it is received

**Expedited Service:** 2 to 3 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:** \$22.05 - 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.

Mailing times are not included in processing times. It may take up to 2 weeks for applications to arrive by mail at a passport agency or center, and up to 2 weeks for you to receive a completed passport in the mail after they print it. \*Visit [travel.state.gov/passportfees](http://travel.state.gov/passportfees) for current fees and how fees are used and processed.

**\*\*\*PLEASE SEE BACK SIDE FOR PASSPORT RENEWAL INFORMATION**

## U.S. PASSPORT RENEWAL

**\*\*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)**

### STEPS TO RENEW A U.S. PASSPORT - **This acceptance facility can not process renewal forms.**

1. Complete and sign form DS-82
2. Attach one color photograph 2x2 inches in size, your previously issued U.S. passport, and supporting documents (See Section D of the instructions on form DS-82)
3. Mail your application and attachments (See Section E of the instruction on form DS-82)
4. Track application status online at [passportstatus.state.gov](https://passportstatus.state.gov)
5. Receive new passport and original supporting documents (that you submitted with your application)

*\*Visit [travel.state.gov/passportfees](https://travel.state.gov/passportfees) for current fees and how fees are used and processed.*

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### PAYMENT INSTRUCTIONS

Note: Two separate payments are required.

- Passport fees must be made by check or money order, payable to **U.S. Department of State**.  
*\*One check/ money order per application*
- The execution fee must be cash or money order (**\$35 per application**), payable to **Atascosa County District Clerk**.

*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](https://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](mailto:NPIC@state.gov)