

Important Information to know before arriving at the District Clerk's Office:

The District Clerk's Office is located in the Courthouse on the 2nd floor

- Passport Hours are: Monday-Friday; 7:00 AM to 4:00 PM
- We take Passport Photos-Cost \$15.00 per photo
- No appointment necessary
- Passports for 16 and older are good for 10 years
- Current Passport processing time:
 - Routine: 4-6 Weeks
 - Expedited: 2-3 Weeks

APPLICANT WILL NEED THE FOLLOWING:

1. Original or Certified Copy of Birth Certificate with raised seal (No Hospital Birth Certificates)

If you do not have; it can be obtained from:

- County you were born in or if you were born in Texas you can obtain from the Henderson County-County Clerk's Office at 125 North Prairieville St, Suite 101 Athens, Texas 75751 (Annex Building)

Birth Certificates and Naturalization Certificates have to be sent with application but are returned with passport

2. Identification Required-Valid Driver's License
3. 1-Passport Photo (HAS to be 2 X 2)

Applying As a 16- or 17-Year-Old

- One legal parent or guardian needs to be present

For travel information, visit the U S Travel website or call the National Passport Information Center at 877-487-2778

If you have already submitted your application to our office and want to check the processing status; you may check with U S Passports and International Travel website

TWO SEPARATE PAYMENTS: CHECK OR MONEY ORDER

Passport Book

\$130.00 Payable to US Dept Of State

\$100.00 For Ages Under 16

Passport Card

\$30.00 Payable to US Dept Of State

\$15.00 For Ages under 16

The US Department of State requires either a Check or Money Order made payable to: US Department of State

The Processing Fee of \$35.00 can either be by cash, credit card **OR**

Check or money order made payable to: Henderson County District Clerk's Office

If your Departure Date is less than three (3) weeks away you **WILL** need to do the following:

Expedite Passport

Additional Fee of \$60.00-This fee is added to the \$130.00 for the total amount of \$190.00

The total cost for children under 16 is \$160.00

Any questions please contact the District Clerk's Office directly at 903-675-6115

Or you may go to <http://www.travel.state.gov>