

**PASSPORT CHECK LIST**

**ACCEPTANCE HOURS:**

**MONDAY-FRIDAY**

**8:00 a.m.-4:00 p.m.**

**(903)473-5000 Ext 101**

**www.co.rains.tx.us**

**APPLICANT:**

*Please read the following if you are under the age of 16:*

- Under Age 16 both parents need to be present. **NOTE: CHILD MUST BE PRESENT**  
If not, an affidavit *needs* to be filled out by the parent that cannot be present and submitted w/copy of photo identification (front and back).
- Age 17 should appear with at least one parent

**APPLICANT: YOU WILL NEED THE FOLLOWING:**

- 1. **CERTIFIED COPY OF BIRTH CERTIFICATE W/RAISED SEAL, Plus 1 photocopy**

**\*\*\*\*\* NOTE \*\*\*\*\***

**IF YOU WERE BORN IN TEXAS OR CALIFORNIA YOU WILL NEED A CERTIFIED COPY OF THE "**LONG FORM**" BIRTH CERTIFICATE**

**(HOSPITAL CERTIFICATES ARE NOT ACCEPTABLE)**

**IF YOU DO NOT HAVE THIS, IT CAN BE OBTAINED FROM:**

- The County where you were born OR
- If you were born in TX, a County online with the Bureau of Vital Statistics (*if they can issue "passport acceptable" certificates*) OR
- Directly from the Bureau of Vital Statistics [www.dshs.state.tx.us/vs/](http://www.dshs.state.tx.us/vs/)
- If born outside state of Texas, you may contact that State's Health Department, County of Birth, or VitalChek [www.vitalchek.com](http://www.vitalchek.com)

**IF YOU ARE A NATURALIZED CITIZEN, THE ORIGINAL NATURALIZATION CERTIFICATE, Plus 1 photocopy**

**PLEASE BE ADVISED: ANY PROOF OF CITIZENSHIP MUST BE SUBMITTED W/YOUR APPLICATION, BUT WILL BE RETURNED TO YOU ONCE YOUR PASSPORT IS ISSUED**

- 2. **(1) PASSPORT PHOTO (2" X 2")**
  - Available at several locations: Mailbox Express (Hwy 69, Emory); Wal-Mart, CVS, Walgreens
- 3. **IDENTIFICATION: VALID PICTURE ID OR DRIVER'S LICENSE**
  - Temporary license not accepted without previous issued license

- 4. **TWO SEPARATE PAYMENTS**

*One to US Department of State:\*check or money order **ONLY\*** and One to District Clerk: All payment methods accepted*

<b>Passport Book (land, sea, air travel)</b> (≥16yo good for 10 yrs; <16yo good for 5 yrs)	<b>Passport Card (land, sea travel)</b> (≥16yo good for 10 yrs; <16 yo good for 5 yrs)
<b>\$110 US Department of State (16 or Older)</b> <b>\$ 80 US Department of State (Under 16)</b> +\$ 60 Expedite Fee (if applicable) +\$15.89 Overnight Return Fee (if requested)	<b>\$30 US Department of State (16 or Older)</b> <b>\$15 US Department of State (Under 16)</b> +\$60 Expedite Fee (if applicable)
<b>\$ 35 District Clerk</b>	<b>\$35 District Clerk</b>

*(If applying for both, a Passport Book and Passport Card, at same time, only (1) \$25 District Clerk fee charged per applicant)*

Routine services take approximately 4-6 weeks. - Expedited service takes approximately 2-3 weeks.

**IF YOUR DEPARTURE DATE IS LESS THAN 6 WEEKS AWAY, YOU WILL NEED TO EXPEDITE PASSPORT!!**

Updated 4/2/18

To check the status of your application, go online to [http://www.travel.state.gov/passport/status/status\\_2567.html](http://www.travel.state.gov/passport/status/status_2567.html) OTHER QUESTIONS MAY ALSO BE ANSWERED BY VISITING THE US DEPARTMENT OF STATE-PASSPORT WEBSITE AT <http://www.travel.state.gov/> OR BY CALLING 1-877-487-2778.