

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/
- If born outside state of Texas, you may contact that State's Health Department, County of Birth, or VitalChek 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: 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*

Passport Book (land, sea, air travel) (≥16yo good for 10 yrs; <16yo good for 5 yrs)	Passport Card (land, sea travel) (≥16yo good for 10 yrs; <16 yo good for 5 yrs)
\$130 US Department of State (16 or Older) \$100 US Department of State (Under 16) +\$ 60 Expedite Fee (if applicable) +\$18.32 Overnight Return Fee (if requested)	\$30 US Department of State (16 or Older) \$15 US Department of State (Under 16) +\$60 Expedite Fee (if applicable)
\$ 35 District Clerk	\$35 District Clerk

(If applying for both, a Passport Book and Passport Card, at same time, only (1) \$35 District Clerk fee charged per applicant)

Routine services take up to 11 weeks. - Expedited service takes up to 7 weeks.

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

To check the status of your application, go online to 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.