

## **Passport Information & Requirements**

\* Passport applications will be accepted Monday through Friday  
From 8:00 A.M. until 12:00 P.M. and from 1:00 P.M. - 3:00 P.M. by  
**Appointment Only**

- \* Please call us at **830-278-3918** to schedule your appointment, all documents and fees must be presented at your scheduled time if not your appointment will be rescheduled.
  
- \* Applications may be picked up at our office Monday through Friday from 8 a.m until 4:30 p.m or you may download an application online at [www.travel.state.gov](http://www.travel.state.gov).
  
- \* The following documents are needed when applying for a US Passport:
  1. One passport photo
  2. Certified copy of birth certificate with a seal  
(Long form birth certificate is required)
  3. Valid driver's license or state issued id card
  4. A processing fee of \$35 is charged for anyone who is applying, this is paid in cash
  5. If you are applying for the US Passport Book you will need to bring in a personal check or money order in the amount of \$130 for an adult and \$100 for a child being 15 years and younger
  6. If you are applying for the US Passport Card you will need to bring in a personal check or money order in the amount of \$30 for an adult and \$15 for a child being 15 years and younger
  7. When a child is applying for their US Passport both parents must be present. (If one parent can not be present a photo copy of the driver's licence/state issued ID is needed along with a DS-3053 form)
  8. You may expedite your passport for an additional \$60