

# DISTRICT COURT

155th Judicial District  
Bellville, Texas 77418

**DAN R. BECK, JUDGE**  
Fayette County Courthouse  
151 North Washington  
La Grange, Texas 78945

**Sue Murphy, DISTRICT CLERK**  
One East Main Street, Room 201  
Bellville, Texas 77418-1598  
979-865-5911 ext. 2256

## PASSPORT APPLICATION INSTRUCTIONS

*For downloadable forms, complete instructions including special instructions for children under 14 years of age, foreign entry requirements, and other information, please visit the U. S. Department of State web site at [www.travel.state.gov](http://www.travel.state.gov).*

1. Complete the passport application (DS-11) to the best of your ability, leaving those questions that you do not understand blank. **DO NOT SIGN your application.** Your signature on the application must be witnessed by one of my deputies or myself.
2. Bring your completed application to the District Clerk's Office located in Room 201 on the 2nd Floor of the Austin County Courthouse in Bellville, Texas.
3. You will also need to bring with you the following:
  - a. A certified copy of your birth certificate from the State or County in which you were born, naturalization certificate, or your expired passport. Information on obtaining a birth certificate may be found at [www.cdc.gov/nchs](http://www.cdc.gov/nchs) and information on birth certificates for those born in Texas may be obtained through the Austin County Clerk, One East Main, Bellville, Texas 77418, 979-865-5911 ext. 196. **Hospital Birth Certificates are not acceptable.** It is required that citizenship evidence be mailed to the Department of State along with the passport application. The document(s) will be returned with the issued passport.
  - b. The applicant's valid driver license.
  - c. Two (2) pictures taken within the last six (6) months on white or off-white background and that meet the requirements listed on the passport application.
  - d. A **personal check, cashier's check, or money order** made payable to **U. S. Department of State** in the amount of \$75.00 for those applicants who are 16 years of age and older and \$60.00 for those applicants who are under the age of 16.
  - e. There is a \$60.00 expedited service fee in addition to the standard \$75.00 fee (or standard \$60.00 fee for those under age 16) for each passport needed in less than six (6) weeks. This fee is to be included in the check or money order for each passport fee.
  - f. There will be an execution fee in the amount of \$25.00 per application due to the District Clerk's Office. This fee is to be paid by cash, personal check, cashier's check, or money order.

**\*Children under 16 years of age** – Please review the additional requirements on the U. S. Department of State web site at [www.travel.state.gov](http://www.travel.state.gov) or contact this office for more information. If a child under 16 years of age has a previous passport, the passport and a certified copy of the birth certificate must be submitted.

Thank you for carefully following these instructions. If you should have any questions, please contact my office between the hours of 8:00 a.m. - 12:00 p.m. or 1:00 p.m. to 5:00 p.m. Monday through Friday at 979-865-5911 ext. 2256.

Sincerely yours,

Sue Murphy, District Clerk