

DISTRICT COURT

155th Judicial District
Bellville, Texas 77418

JEFF R. STEINHAUSER, 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 16 years of age, foreign entry requirements, and other information, please visit the U. S. Department of State web site at 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 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. **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 \$110.00 for the passport book or \$30.00 for the passport card for those applicants who are 16 years of age and older; and \$80.00 for the passport book or \$15.00 for the passport card for those applicants who are under the age of 16.
 - e. If the passport book or passport card is needed in less than three (3) weeks, an expedited fee of \$60.00 per application may be paid in addition to the standard fee outlined above.
 - f. There is an execution fee in the amount of \$25.00 per application to the Austin County District Clerk. This fee may 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 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