

Sue Murphy
Austin County District Clerk
265 N. Chesley Street, Suite 1
Bellville TX 77418
979-270-6830

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.

BY APPOINTMENT ONLY!!

1. Complete the passport application (DS-11). **DO NOT SIGN**. The application must be signed in front of an acceptance agent. Click here to fill out the [DS-11 Fillable PDF](#).
2. Other items you will need to bring:
 - a. A certified copy of your birth certificate; or naturalization certificate; or expired passport. If you were issued your previous passport before the age of 16, you will need to submit both the previous passport and certified copy of birth certificate. Hospital birth certificates are not acceptable.
 - b. Applicant's, or if under 16 parent's, valid photo ID, i.e. Driver License.
 - c. Passport photograph taken within the last six (6) months. Must be 2 X 2 on white or off-white background.
 - d. A **personal check, cashier's check, or money order** made payable to **U. S. Department of State** in the amount(s) as follows:
 - 16 or older - \$130.00 for passport book / \$30.00 for passport card
 - 15 or under - \$100.00 for passport book / \$15.00 for passport card
 - Expedite fee - \$60.00/applicant

Execution fee of \$35.00/application to the Austin County District Clerk. This fee may be paid by cash, check, credit/debit or money order.

***Children under 16 years of age** – Must be accompanied by both parents or one parent if the other parent completes a DS-3053: Statement of Consent, with a photocopy (front and back) of photo ID attached. For additional information/requirements, you can visit www.travel.state.gov or contact this office.

Office hours for passport acceptance is 8:00 a.m. – 11:00 a.m., 1:00 p.m. – 4:00 p.m., Monday through Friday, except holidays; **BY APPOINTMENT ONLY**.

Thank you for carefully following these instructions.

Sincerely yours,

Sue Murphy, District Clerk