

Passport Information & Requirements

- * Passport applications will be accepted Monday through Friday
From 8-2:00 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 5 p.m or you may download an
application online at 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 \$110 for an adult
and \$80 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