



TARRANT COUNTY

Instructions for applying for a U.S. Passport

1. Previous U.S. Passport or certified copy of birth certificate or original Certificate of Naturalization. No Xerox copies, No hospital birth certificates.
2. Driver's license or state issued ID with picture.
3. A photocopy of the above ID document (front and back of license or ID, must be on plain white, 8 1/2" x 11" standard paper stock, showing the **front** and the **back** of your ID. If copies cannot be made on the same side of one page, you may present two separate pages; one displaying the front of the ID and the second displaying the back of the ID.)
4. Application completed, but not signed.
5. Parent(s) named on birth certificate must accompany any child under age 18.
6. Two separate checks (or money orders) per person (completed in advance-see fee schedule below)

NOTE: All passport applicants, regardless of age, must appear in person to apply for a U.S. Passport, and children under 16 years of age must be accompanied by both natural parents named on the birth certificate. The birth certificate must be submitted to establish parent/child relationship, with or without a previous passport for children under 16 years of age (for exceptions to the two-parent rule please call 817- 884-2520).

Fees (per person):

Passport Book: (valid for travel by air, land or sea)

1st check (or money order), payable to **Tarrant County District Clerk:** \$35.00
(District Clerk fee includes \$10 photo fee)

2nd check (for approximately six weeks processing)

Check (or money order), payable to **Department of State:** \$75.00-persons 16 years and older
\$60.00-persons 15 years and under

OR 2nd check (for approximately three weeks processing)

Check (or money order), payable to **Department of State:** \$135.00-persons 16 years and older
\$120.00-persons 15 years and under

Passport Card: (valid ONLY for travel by land or sea-ONLY to Mexico, Canada, Bermuda and the Caribbean)

1st check (or money order), payable to **Tarrant County District Clerk:** \$35.00
(District Clerk fee includes \$10 photo fee)

2nd check (for approximately six weeks processing)

Check (or money order), payable to **Department of State:** \$20.00-persons 16 years and older
\$10.00-persons 15 years and under

OR 2nd check (for approximately three weeks processing)

Check (or money order), payable to **Department of State:** \$80.00-persons 16 years and older
\$70.00-persons 15 years and under

It is very important that the applications, checks (or money orders) and copies are completed prior to arrival for processing. Failure to do so will result in unnecessary delays for our customers. Thank you for your cooperation. If you have any questions regarding any of the above information, please visit the Tarrant County District Clerk's Passport Section, Tarrant County Justice Center, 401 W Belknap, Fort Worth, Texas 76196, (817) 884-2520, visit our website at www.tarrantcounty.com or contact one of our convenient locations:

Southwest Sub-Courthouse
6551 Granbury Rd
Fort Worth, Texas 76133
(817) 370-4570
Monday-Friday
9:00 AM-4:30 PM

Southlake Town Hall
1400 Main St, Ste 340
Southlake, Texas 76092
(817) 481-8190
Monday-Friday
9:00 AM-5:00 PM

Southeast Sub-Courthouse
700 E. Abram St, Ste 204
Arlington, Texas 76010
(817) 548-3963
Monday - Friday
9:00 AM-4:30 PM