

## **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](http://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 \$25 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