



NINA MOUNTIQUE  
CHIEF DEPUTY

**FELICIA PITRE**  
**DALLAS COUNTY DISTRICT CLERK**

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VER. 11/2/2023

# Passport Application Required Documentation

**Notice:** Applicants must schedule a passport appointment online **ONLY**.

- DS-11 U.S. Passport Application completed (**In Black Ink and Not Signed** - including the emergency contact section)
  - Each applicant will require a completed DS-11 Form
- Valid Driver's License or Other Identifying Documents and a copy of their identification front and back
  - If you are applying for a minor(s), a copy of both parents' identification (front and back) that appear on the birth certificate will be required. *District Clerk's Office charges \$1.00 per copy if none provided.*
  - If you are applying for a minor(s) and one parent is unable to appear in person, please have the absent parent complete and notarize form DS-3053 present with copy of identification during your appointment.
- Original Certified Birth Certificate, Primary US Citizenship Evidence, or Recent Passport Book
  - **Customer must submit along with the original, a copy of their Birth Certificate. Must be legible, on 8.5 x 11 white paper, in black ink, and cannot be double sided.** *District Clerk's Office charges \$1.00 per copy if none provided.*
  - The proof of citizenship cannot be damaged, laminated, or a photocopy of the original. For citizenship evidence see (<https://travel.state.gov/content/travel/en/passports/how-apply/citizenship-evidence.html>) and to request a Texas Birth Certificate Long Form visit (<https://dshs.texas.gov/vs/>).
- One 2x2 U.S. Passport Photo (**Processed on-site at a cost of \$15 per person**)
- Please arrive with your appointment confirmation number for check in. *Confirmation number, received after scheduling your appointment.*

For a complete list of requirements, please visit, <https://travel.state.gov/content/travel/en/passports/need-passport.html>

U.S. Department of State: Frequently Asked Questions, <https://travel.state.gov/content/travel/en/passports/passport-help/faqs.html>

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Website: <https://www.dallascounty.org/government/district-clerk/passport-information.php>