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.

- **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](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/](https://dshs.texas.gov/vs/)).

- **One 2x2 U.S. Passport Photo (Processed on-site at a cost of $12 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](https://travel.state.gov/content/travel/en/passports/need-passport.html)