

# DISTRICT COURT

25<sup>TH</sup> Judicial District  
Columbus, Texas 78934

## PASSPORT APPLICATIONS INSTRUCTIONS PASSPORTS OR ACCEPTED BY APPOINTMENT ONLY

*For downloadable forms, complete instructions including special instructions for children under 16 Years of age, foreign entry requirements, and other information, Please visit the U.S. Department of State web site at [www.travel.state.gov](http://www.travel.state.gov). can be filled out online*

1. Please have the passport application (DS-11) filled out, all questions need to be answered. Please use **black ink when filling it out. DO NOT SIGN** your application. Your signature on the application must be witnessed by my deputies or myself.
2. Bring your completed application to the District Clerk's Office located at 400 Spring Street, Room 103, 1<sup>ST</sup> Floor of the Colorado County Courthouse, in Columbus, Texas. **IF NOT FILLED OUT PROPERLY YOU WILL HAVE TO RESCHEDULE YOUR APPOINTMENT.**
3. You will also need to bring the following.\*
  - a. A certified copy of your birth certificate for the State or County in which you were born, Naturalization certificate, or your expired passport. Information on obtaining a birth certificate, you must make a copy of you Naturalization certificate or we can make one for you a \$1.00 for the copy. Hospital Birth Certificates are not acceptable. Must contain full name of the parent, be issued by the office of vital statistics of the state, county, or city where the birth occurred. Show the full name of child at birth, indicate the date and place of birth, bear the embossed, impressed, multi-colored, or raised seal and signature of the issuing authority. Indicate a registration or file date that is within one year of the birth, and be an original and certified document. (Notarized copies and photocopies are not accepted) Long form is preferred.
  - b. The applicant's valid driver license.
  - c. One (1) pictures taken within the last six (6) months on white or off-white background and that meet the requirements listed on the passport application. **BOTH PARENTS MUST BE PRESENT WHEN A CHILD IS 16 YOA OR YOUNGER.**
  - d. A personal check, cashier's check, or money order made payable to U.S. Department of State in the amount of \$110.00 for the passport book or \$30.00 for the passport card for those applicants who are 16 years of age and older, and \$80.00 for the passport book or \$15, 00 for the passport card for those applicants who are under the age of 16.
  - e. If the passport book or passport card is needed in less than three (3) weeks, an expedited fee of \$60.00 and plus overnight postage of \$20.66 per application may be paid in addition to the standard fee outlined above.
  - f. There is an execution fee in the amount of \$25.00 per application to the Colorado County District Clerk. This fee may be paid by cash, personal check, cashier's check or money order.

\*Children under 16 years of age-please review the additional requirements on the U.S. Department of State web site at [www.travel.state.gov](http://www.travel.state.gov) or contact this office for more information. If a child under 16 years of age has a previous passport, that passport must be submitted at time of applying for a new passport or birth certificate must be submitted.

Thank you for carefully following these instructions. If you should have any questions, please contact my office between the hours of 8:00 a.m.-12:00 p.m. or 1:00 p.m. to 3:00 p.m. Monday through Friday at 979-732-2536. **PASSPORTS ARE ACCEPTED BY APPOINTMENT ONLY!**

Sincerely,  
  
Valerie Harmon  
District Clerk