

REQUIRED DOCUMENTATION

Completed Application

- Do not sign the application until the passport agent instructs you to do so.

Proof of U.S. Citizenship

- Previous U.S. Passport
- Original or Certified Copy of your U.S. Birth Certificate
- Certificate of Naturalization
- Certificate of Citizenship

Proof of Identity

- Driver's License, State ID card, or Military ID (must be current and valid)
- One passport photo (can be made at the Commerce Public Library for \$12)

PAYMENT

- Two separate payments are required (see "Fees" section)
- One check or money order to the U.S. Department of State
- Cash, check or money order to the Commerce Public Library

Debit and credit cards are not accepted.

WHERE TO APPLY

Commerce Public Library
1008 Main Street
Commerce, Texas 75428

Monday - Friday

Call 903.886.6858

to schedule your appointment

NEW APPLICANTS

You must complete **Form DS-11** (Application For a U.S. Passport) in **black ink**.

Information Requested:

- Date and place of birth
- Social Security number
- Emergency contact number
- Occupation
- Travel plans (not mandatory)

Documentation for Proof of Citizenship must be an original with seal and will be sent in with your application.

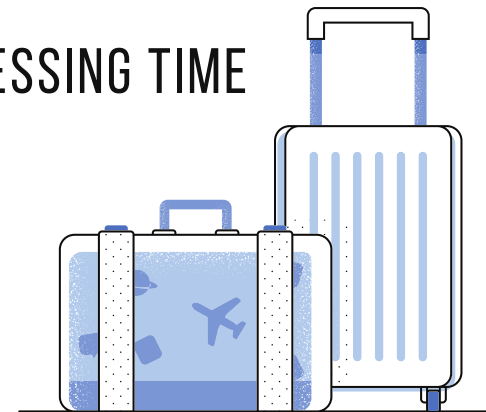
Photocopies will not be accepted.

You may apply to your birth state or local office for a certified copy.

PASSPORT APPLICATION INFORMATION

COMMERCE PUBLIC LIBRARY'S GUIDE TO:

- NEW APPLICATIONS
- RENEWALS
- MINORS
- FEES
- PROCESSING TIME



RENEWALS

You may be eligible to **renew** your expired passport by mail using **Form DS-82**, found at travel.state.gov.

Requirements:

- Most recent passport book or card will be submitted with application
- Passport was issued at age 16 years or older
- Passport was issued less than fifteen years ago
- (If applicable) documentation to reflect name changes by marriage or court order

Renewal Fee:

- \$130 fee per passport book
- \$30 fee per passport card

MINORS

- Both parents must be present
- Evidence of child's citizenship
- Proof that adults present are the child's parents'
- Valid personal IDs

FEES

Minors - Under 16

Passport Book \$100 passport fee
\$35 execution fee

Passport Card \$15 passport fee
\$35 execution fee

Adults - 16 and Older

Passport Book \$130 passport fee
\$35 execution fee

Passport Card \$30 passport fee
\$35 execution fee

If applying for both a passport book and card at the same time, only one execution fee will be charged.

Passport Fees:

- Must be paid by either **check or money order** to the U.S. Department of State

Execution Fees:

- May be paid by either **cash, check or money order** to the Commerce Public Library

Expedited Fees

- An additional \$60 per application
- An additional \$19.53 for overnight return service (optional)

VALIDITY

Passports issued to a person under sixteen will be valid for **five years**.

Passports issued to a person sixteen and older will be valid for **ten years**.

PROCESSING TIME

Processing times begin the day an application is received.

Refer to travel.state.gov for the most current processing times. Your agent will be able to give you an estimate.

Overnight return service of an application costs an additional \$19.53 for postage.

We are an acceptance facility **only** so you will not leave with your passport in hand. It will be mailed to you.

For more information, further questions and travel advisories, visit the U.S. Department of State's website at travel.state.gov or contact the National Passport Information Center at 7-877-487-2778 or NPIC@state.gov