

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
- Certified 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 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
1210 Park 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
- Parents' name and date and place of birth
- 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



PROCESSING TIME

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

Requirements:

- Passport book (will be submitted with application)
- Passport was issued as an adult
- Passport was issued in the last fifteen years
- (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 ID
- Sign application and take oath

FEES

Minors - Under 16

Passport Book \$100 passport fee
\$35 execution fee
\$135 total

Passport Card \$15 passport fee
\$35 execution fee
\$50 total

Adults - 16 and older

Passport Book \$130 passport fee
\$35 execution fee
\$175 total

Passport Card \$30 passport fee
\$35 execution fee
\$65 total

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

Processing Fees:

- May be paid by either cash or check to the Commerce Public Library

Expedited Fees

- An additional \$60 for each application, plus an additional \$18.32 for overnight return service

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

You should receive your passport within ten to twelve weeks. For questions on processing time, please call the National Passport Information Center (NPIC) at 877.487.2778.

Expedited service costs an additional \$60 and assures receipt of passport within four to ten weeks. Overnight return service of an expedited application costs an additional \$18.32 for postage.

For more information or further questions, visit the U.S. Department of State's website state.gov/travel or call 202.647.5225 to hear record information and travel advisories.