COLLIN COUNTY DISTRICT CLERK'S OFFICE

Passport Department

2100 BLOOMDALE RD., SUITE 12132
MCKINNEY, TEXAS 75071

Application Checklist

☐ **Payment for the Passport** – See fee information on the back page

- A **separate mailable form of payment** is needed for each application
- Mailable form of payment must be made out to: **"U.S. Department of State"**

☐ **All applicants and minor applicant's parents must be present**

Minors **under** the age of **16** must:

- be accompanied by both parents or
- submit a notarized statement of consent form (DS-3053) with a copy of the front **and** back of the identification presented to the notary
- submit a **certified** copy of a court order giving exclusive rights to apply for the child's passport and or giving sole custody to the parent who is present

16 & 17 year olds:

- be accompanied by one parent **or** submit a notarized statement of consent form (DS-3053) with a copy of the front **and** back of the identification presented to the notary

☐ **A completed DS-11** ****Black Ink Only/Single sided/No mistakes on page #1****

☐ **Original proof of U.S. Citizenship**

- Valid/Expired U.S. Passport
- Certified/Original U.S. Birth Certificate
- Certificate of Naturalization/Citizenship/Consular Report of Birth Abroad

☐ **Valid form of Identification**

- State DL/State ID/ U.S. Passport Book or Card/Foreign Passport

☐ **Passport Photo** ***Photo services available on site for $16***

☐ **Payment for Acceptance Facility Fee** - See fee information on the back page

- $35 processing fee per application can be paid with cash, check or credit (no American Express). Multiple application fees can be combined for one payment.

Appointments can be made here:

or every Wednesday we accept walk-ins from 7am-2pm.

**** Adult renewals eligible for a DS-82, must be filed by mail or online. We are not able to process these applications in this office. ****

2 Separate Passport Fees Required

****U.S. Department of State fees MUST be a mailable form of payment****

(1 check, money order or cashier's check made out to US Department of State per application)

Applicant's Age	Passport Book	Passport Card	Combined Total
Minors (15 and under)	$100.00	$15.00	$115.00
Adults (16 and older)	$130.00	$30.00	$160.00

Optional/additional State Department fees combined with above fees:

Expedite Fee	1-2 Day Delivery	File Search Fee
$60.00	$22.05	$150.00

Collin County District Clerk's Office fees: (All forms of payment accepted except American Express)	Acceptance Processing Fee	Passport Photo Fee
	$35.00	$16.00