



# APPLY FOR YOUR **U.S. PASSPORT** AT THE OFFICE OF THE DISTRICT CLERK

**Regular Hours: Monday-Friday, 8:30 A.M. - 4:15 P.M.**  
*APPOINTMENTS SEEN BEFORE WALK-INS*

**\*Saturday, March 30, 2019 - 2nd Annual Passport Fair\***  
**\*9:00 A.M. - 1:00 P.M.\***



*\*Walk-Ins Welcome!\**



## OFFICE OF THE DISTRICT CLERK

Ector County Courthouse  
THIRD FLOOR - Rm. 302  
301 North Grant Ave.  
Odessa, TX 79761  
(432) 498-4290

**Clarissa Webster**  
DISTRICT CLERK

Appointments scheduled online at: [www.co.ector.tx.us/district.clerk](http://www.co.ector.tx.us/district.clerk)

## WHAT TO BRING

### EVIDENCE OF U.S. CITIZENSHIP

*One original, plus a copy:*

- Certified U.S. Birth Certificate
- Previous U.S. Passport (may be expired, must be undamaged)
- Consular Report of Birth Abroad
- Certificate of Naturalization/Citizenship

### PHOTO IDENTIFICATION

*One original, plus a copy front and back:*

- Valid Driver's License (plus a second ID if issued in a different state)
- Undamaged U.S. Passport (if issued less than 15 years ago)
- Certificate of Naturalization
- Valid Government or Military ID

### PHOTOGRAPH

- In color, 2 x 2 inches in size and printed on thin, photo-quality paper  
*(May be purchased at facility for \$12)*

### CHILDREN

- Under 16 years old - All the above plus evidence of parental relationship.
- Both parents must be present with photo ID or one parent with a signed, notarized DS-3053 or a signed DS-5525 depending on the circumstances.
- 16 to 17 years old - One parent must be present with photo ID

## FEES & PAYMENTS

BOTH FEES REQUIRED AT TIME OF APPLYING	US DEPT OF STATE	DISTRICT CLERK
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### BOOK:

Adults 16 & older	\$110*	\$35 <sup>+</sup>
Children under 16	\$80*	\$35 <sup>+</sup>

### CARD:

Adults 16 & older	\$30*	\$35 <sup>+</sup>
Children under 16	\$15*	\$35 <sup>+</sup>

### BOOK & CARD:

Adults 16 & older	\$140*	\$35 <sup>+</sup>
Children under 16	\$95*	\$35 <sup>+</sup>

### OPTIONAL SERVICES:

Expedited Service	\$60*	Expedited
Postage	\$16.48*	\$25.70 <sup>+</sup>
Pictures		\$12 <sup>+</sup>

\*Check or Money Order to: **U.S. Dept of State**

<sup>+</sup>Money Order or Debit/Credit Payment to:  
**Ector County District Clerk**