



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

Appointments scheduled online at: www.co.ector.tx.us/district.clerk



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

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

<u>BOTH FEES REQUIRED AT TIME OF APPLYING</u>	US DEPT OF STATE	DISTRICT CLERK
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BOOK:

Adults 16 & older	\$110*	\$35+
Children under 16	\$80*	\$35+

CARD:

Adults 16 & older	\$30*	\$35+
Children under 16	\$15*	\$35+

BOOK & CARD:

Adults 16 & older	\$140*	\$35+
Children under 16	\$95*	\$35+

OPTIONAL SERVICES:

Expedited Service	\$60*	
Expedited Postage	\$16.48*	\$25.70+
Pictures		\$12+

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

+Money Order or Debit/Credit Payment to:
Ector County District Clerk