

Melanie Reed

Ellis County District Clerk

109 S. Jackson, Waxahachie, TX 75165

(972) 825-5091 or Automated Info available 24 hrs (972) 825-5098 (We return calls after 4 pm)

Passport Hours: Mon-Fri. (excluding holidays) - 8 am - 3 pm, By Appointment only

Passport Information - check passport status at passportstatus.state.gov

You will need items 1-6 below for a passport. / All applicants must appear in person - no exceptions .

1. Application (DS-11) - *This is the only application we do here* - There is info in the office for the DS-82 (that you mail yourself at the Post Office available, if applicable - See application for eligibility).

2. Proof of US Citizenship: You can make copies at the Law Library, across the hall from our office.

Each item is to be copied on it's own piece of paper.

***Passport Book and Card - ORIGINAL AND COPY (front and back on one side of paper) .** If issued under 15 years ago.

***Birth Certificate - ORIGINAL AND COPY -** If Texas BC - it must be a LONG form, or short form w/ an "I" after DATE FILED. You can get the long form from the County you were born or at Vital Statistics in Austin.

***Certificate of Citizenship - ORIGINAL AND COPY -** Be sure it has signature on line.

3. Proof of Identity: Copy of front and back on one side of a paper.

If applicant is a minor - we must have parent/s ID for EACH CHILD.

***DL - (non-expired).** If temporary, it must have photo. If out of state DL - we must have a secondary form of ID, such as SS Card, Hand Cary License, Govt issued ID, etc.

***State Issued ID Card -** If using an ID Card - we must have a secondary form of ID, such as SS Card, Hand Carry License, Govt issued ID, etc.

***Passport -** Copy of front and back one one side of paper.

4. Passport Photos: (*WE DO NOT DO PHOTOS here.*) Photos must meet the passport requirements - front view and 2"x2" in size. These can be purchased at CVS, Walgreens, FedEx, etc. No white shirts, camo shirts, police/military uniforms.

5. Fees: (Check or Money Order ONLY) - made out to "US Department of State".

This fee must be a **Check or Money Order** made out to the US Department of State - this will be mailed with your application. ***Each applicant will need their own Check or Money Order .***

Adult Services (16 years and older)	Standard Delivery (4-6 weeks)	Expedited Delivery (2-3 weeks)
Book Only	\$130	\$190 (regular mail back) OR add \$22.05 for a total of \$212.05 (for 1-2 day return mail after approval)
Card Only	\$30	\$90
Both Book and Card	\$160	\$220 (regular mail back) OR add \$22.05 for a total of \$242.05 (for 1-2 day return mail after approval)
Child Services (15 years and younger)	Standard Delivery (4-6 weeks)	Expedited Delivery (2-3 weeks)
Book Only	\$100	\$160 (regular mail back) OR add \$22.05 for a total of \$182.05 (for 1-2 day return mail after approval)
Card Only	\$15	\$75
Both Book and Card	\$115	\$175 (regular mail back) OR add \$22.05 for a total of \$197.05 (for 1-2 day return mail after approval)

6. Execution Fee - (Cash or Credit Card) - \$35. This fee goes to the District Clerk's office for us to execute your passport.

Requirements for Children:

To submit an application for a child under the age of 16, both parents or the legal guardian(s) must appear and present the following: ***Evidence of the child's US Citizenship; Evidence of the child's relationship to parents/guardian(s); and Original parental/guardian government-issued ID and a photocopy of the front and back of presented ID.***

If only one parents appears, you must also submit one of the following: DS-3053 Statement of Consent (include the child's full name and DOB) consenting to the passport issuance for the child. This statement must be notarized and cannot be more than 3 months old and must be signed and notarized on the same day, and must come with a photocopy of the front and back side of the second parent's government-issued photo ID, OR, Parent's death certificate if second parent is deceased, OR Primary evidence of sole authority to apply, such as a court order, OR a written statement or DS-5525 (made under penalty of perjury) explaining in detail the second parent's unavailability.

Passport Renewals

Children 15 years and younger must renew in person and complete the DS-11 application. They are not eligible to complete the DS-82 renewal application.

Adults may submit the DS-82 application through the mail. If applying through the mail, there is no execution fee. Pay only the application fee. If you would like your application processed with an agent at our office, please complete the DS-11 application as your renewal. Please follow the above fee schedule³. WE CANNOT ACCEPT THE DS-82 APPLICATION AT THIS OFFICE.

Passport Photo Suppliers

CVS - 701 Ferris Ave, Waxahachie - 972-938-3120

Fed Ex - 1440 N. Hwy 77, Ste 11, Waxahachie - 972-937-7977

To check the status of an application - DO NOT CALL THIS OFFICE, as we do not have this information. Please visit **travel.state.gov** or call the National Passport Information center at 877-487-2778 (toll free).

Thank you for choosing the Ellis County District Clerk for your passport needs.