

## Passport Services

The Lubbock County District Clerk's Office is now accepting passport customers **by appointment only.**

**Appointments will be scheduled from 9:00a.m. – 11:30a.m. and 1:30p.m. – 4:00p.m., Monday – Friday, with the exception of holidays.**

Please show up at your scheduled time. If you are late, you will have to be rescheduled.

Please have your passport application filled out prior to your appointment.

**To schedule an appointment, please call (806) 775-1314 or email [dcpassports@lubbockcounty.gov](mailto:dcpassports@lubbockcounty.gov).**

### Required Documents

Please review the required documents below to verify you have everything you need when you arrive for your appointment. **Important: Bring a check or money order for the U.S. Department of State fee.** Please call our office at (806) 775-1314 if you have any questions and an Acceptance Agent will be happy to assist you!

#### **1. Fill out Form DS-11**

The U.S. Department of State has a fillable DS-11 form (PDF) you can print to create your passport application at [www.travel.state.gov](http://www.travel.state.gov).

If you don't want to print the online form, you can obtain an application from the Lubbock County District Clerk. If you want to fill it out in person, please come in a little before your scheduled appointment time.

NOTE: Do not sign your passport application until you are instructed to do so when submitting it. You will be signing the application under oath, and the Acceptance Agent will be giving you that oath.

#### **2. Provide evidence of U.S. citizenship**

If you are applying for your first passport and you were born in the United States, you will need a certified copy of your birth certificate. Certified copies of birth certificates for persons born in Texas can be obtained at City of Lubbock – Vital Statistics, 1209 13<sup>th</sup> Street, Lubbock, TX 79401 (open Monday-Friday, 8a.m.-4:30p.m.) or online/by mail through the Texas Bureau of Vital Statistics. When requesting a birth certificate, please ask for the long form version.

If you were born in another state, you will need to contact the government of that state on how to obtain a certified birth certificate.

Persons born outside of the United States need to obtain one of the following:

- Consular Report of Birth Abroad or Certification of Birth
- Naturalization Certificate
- Certificate of Citizenship

If you are unable to obtain a birth certificate, there are other options available on how to provide proof of citizenship on [www.travel.state.gov](http://www.travel.state.gov).

#### **3. Present ID**

ONE of the following documents must be presented when you come in to apply:

- Current and valid:
  - Driver's license
  - Government ID: city, state, or federal, OR

- Military ID: military and dependents
- Previous U.S. passport
- Naturalization Certificate

If you are unable to provide any of these documents, other proof of identity options are listed on [www.travel.state.gov](http://www.travel.state.gov).

#### 4. **Passport Photo**

Please bring your passport photo with you at the time of application.

Passport photo requirements:

- The photo must be 2X2 inches in size and be no more than 6 months old.
- Your full face should be visible (no headgear) and be between 1 inch and 1 3/8 inches long from the bottom of the chin to the top of the head.
- Wear normal street clothing (no uniform unless it is daily religious attire). Glasses are not allowed unless you have a signed statement from your doctor to be submitted with the application.
- The background should be white or off-white.
- Please do not attach your photo to the application. The Acceptance Agent will do that at the time of submission.

#### 5. **Payment for Passport**

Passport applications require two separate payments:

##### 1. **Payment to U.S. Department of State**

- Traditional passport (booklet): \$130 for adults, \$100 for minors (15 years of age and younger)
- Limited-use passport (card): \$30 for adults, \$15 for minors
- Both – traditional and limited-use passport card: \$160 adults, \$115 minors
- Payment must be in the form of personal check or money order and is submitted with the application.

##### 2. **Payment to Lubbock County District Clerk**

The following fees apply to both the traditional passport (booklet) and the new limited-use passport (card):

- Application: \$35

Payment must be in the form of cash, check, money order, or credit card (convenience fee of \$2.50 applies on credit card transactions).

#### 6. **Child under 16 – Provide U.S. citizenship evidence**

You must submit one of the following U.S. Citizenship documents for your child. Your evidence must be an original or certified, physical copy. Photocopies and notarized copies are not acceptable.

- Fully valid, undamaged U.S. passport (may be expired)
- U.S. birth certificate that meets the following requirements:
  - Issued by the city, county, or state of birth
  - Lists applicant's full name, date of birth, and place of birth
  - Lists the parent(s)' full names
  - Has the date filed with registrar's office (must be within one year of birth)
  - Has the registrar's signature

- Has the seal of the issuing authority
- Consular Report of Birth Abroad or Certification of Birth
- Certificate of Citizenship

If you cannot submit one of the above acceptable documents for your child, or for more information, please see Citizenship Evidence on [www.travel.state.gov](http://www.travel.state.gov).

Please note **you cannot submit digital evidence** of your child U.S. citizenship such as a mobile or electronic birth certificate. You must submit physical evidence of U.S. citizenship and a photocopy of the document.

## 7. Show parental relationship

You must submit documentation that lists the parent(s) or legal guardian(s) of the child applying for a passport.

The following may be used to show parental relationship:

- U.S. birth certificate (also evidence of U.S. citizenship)
- Consular Report of Birth Abroad or Certification of Birth (also evidence of U.S. citizenship)
- Foreign birth certificate
- Adoption decree
- Divorce/Custody decree

**Please note:** Some documents, like a U.S. birth certificate, show both U.S. citizenship and parental relationship. These documents must be originals or certified copies (not photocopies).

## 8. All applicants, including parents and children must be present when applying in person

If you have any questions, please email us at [dcpassports@lubbockcounty.gov](mailto:dcpassports@lubbockcounty.gov) or call us at (806) 775-1314 for assistance.

## Payment Information

### 1. Payment to Lubbock County District Clerk Acceptance Facility: Payable to Lubbock County District Clerk

- \$35 execution fee per application
- Payment can be in the form of cash, check, money order, or credit/debit card\* (\$2.50 convenience fee applies on card transactions)

### 2. Payment Payable to the U.S. Department of State

- Passport Book: \$130 for adults, \$100 for minors (15 years of age and younger)
- Passport Card: \$30 for adults, \$15 for minors (15 years of age and younger)
- Passport Book & Card: \$160 for adults, \$115 for minors (15 years of age and younger)
- Payment must be made in the form of a personal check or money order only and is submitted with the application.
- **To expedite, please add an extra \$60.**
- If you have more than one person with you or in your family applying for a passport, please provide a separate check for each application as they are attached to each individual DS-11 application form. Please indicate the applicant's name and date of birth in the memo area of your check or money order.

## **Processing Times**

The following are the processing times as of 9/1/2023:

- **Routine Processing** is 6 to 8 weeks.
- **Expedite Processing** (for an additional \$60) is 2 to 3 weeks.

You may not be able to get a status update for 2 weeks after you apply or renew. During these weeks, your application and supporting documents are safely on their way to the U.S. Department of State for processing. To check the status of your application, please go to <https://passportstatus.state.gov/>.

Emergency or Urgent Travel? Please visit the [www.travel.state.gov](http://www.travel.state.gov) regarding emergency passports. You must call 1-877-487-2778 to schedule an appointment.

## **How to Renew a Passport**

You may be eligible to renew your U.S. Passport by mail through a U.S. post office. To renew by mail, you must meet the following requirements:

Your most recent U.S. passport:

- Is undamaged and can be submitted with your application
- Was issued when you were age 16 or older
- Was issued within the last 15 years
- Was issued in your current name or you can legally document your name change

If any of the above statements do not apply to you, then you must apply in person. See the requirements and book an appointment.

Please follow the passport renewal instructions on [www.travel.state.gov](http://www.travel.state.gov).