COLLIN COUNTY DISTRICT CLERK'S OFFICE

Passport Department

2100 BLOOMDALE RD., SUITE 12132
MCKINNEY, TEXAS 75071

Application Checklist

☐ **Payment to the US Department of State for the Passport** – See fee info. on back page.

- **Must be a mailable form of payment made payable to: U.S. Department of State**
  Examples: Check, Money Order or Cashier's Check – **Must be exact amount. No exceptions**
- Each application must have its own Check, Money Order or Cashier's Check.

☐ **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. The form must be the original – no copies.
- 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:

- must be accompanied by one parent **or** submit the original 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 to the District Clerk's Office for processing the application**

- The $35 processing fee stays with the District Clerk's office and can be paid with cash, check, money order or credit card (no American Express). Checks/Money Orders should be **payable to: Collin County District Clerk's Office**. Multiple processing fees can be combined into one payment.

Appointments can be made here: **or**

Walk-up services are also available Monday-Friday 7am-3pm.

**** Adult renewals eligible for a DS-82, must apply by mail or online. We are not able to process these applications at this location. ****

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	$26.87	$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