

Passport Services are by appointment only

FOR APPOINTMENTS AND INFORMATION, GO TO
WWW.SANJACINTOCA.GOV



PASSPORT CHECKLIST

WHAT YOU'LL NEED TO APPLY



1 All applicants must be present

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PASSPORT APPLICATION FORMS*

- Form DS-11* if never issued a U.S. Passport or not eligible for renewal
- Form DS-82* if eligible for renewal
- Form DS-11* and Form DS-64 if previously issued passport is lost



3



Valid Government Issued Photo ID

4

PROOF OF CITIZENSHIP (AT LEAST ONE):

- Birth Certificate
- Previously issued U.S. Passport if 16 and older
- Valid U.S. Passport with birth certificate if under 16
- Certificate of Naturalization



5

PASSPORT PHOTO



*We do not take passport pictures at our facility.

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PLEASE NOTE APPLICANTS UNDER 16

Both parents must be present
With a valid Government Issued Photo ID

OR

One parent or legal guardian with one of the following:

- Form DS-3053: Statement of Consent*
- Form DS-5525: Statement of Exigent/Special Family Circumstances*
- Birth certificate naming only one parent
- Certified Court Order

*Forms available at Travel.state.gov. Read form instructions for detailed requirements. Print single-sided.

FEES



DEPARTMENT OF STATE



Money Order



Personal Check



No Cash

Plus



CITY OF SAN JACINTO



Money Order



Personal Check



Cash

PASSPORT FEES

• Adult Passport Book (Air, Land, & Sea)	\$130.00
• Child Passport Book (Air, Land, & Sea) (15 and under)	\$100.00
• Adult Passport Card (Land, & Sea)	\$30.00
• Child Passport Card (Land, & Sea) (15 and under)	\$15.00
• Expedite Service	\$60.00
• Optional Express Mail by Department of State of passport book only to applicant once processed	\$17.56

PASSPORT FEES

• Execution Fee Per Application	\$35.00
• Photo services not provided at this time	
• Optional Express Mail of application by City to Department of State	\$27.10

For life-or-death emergencies, visit
Travel.State.gov or call (877) 487-2778

PROCESSING TIME:

Regular service - 8 to 11 weeks.
Expedite service - 4 to 7 weeks.