# Passport Card

**The Passport Card is NOT FOR TRAVEL BY AIR. The Passport Card can ONLY be used for land and sea travel between the United States, Canada, Mexico, Bermuda, and the Caribbean.**

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**** SUBMIT A FRONT AND BACK PHOTOCOPY OF THE IDENTIFICATION DOCUMENT ****

1) The photocopy must be of the Identification document that you will present when you apply.
2) Photocopy must be on plain white, 8 1/2 x 11" standard paper.
3) The paper should be free of other images and/or markings.

**ALL PASSPORT FEES SUBJECT TO CHANGE.**

**FOR CURRENT FEE INFORMATION PLEASE CALL OUR OFFICE AT:**

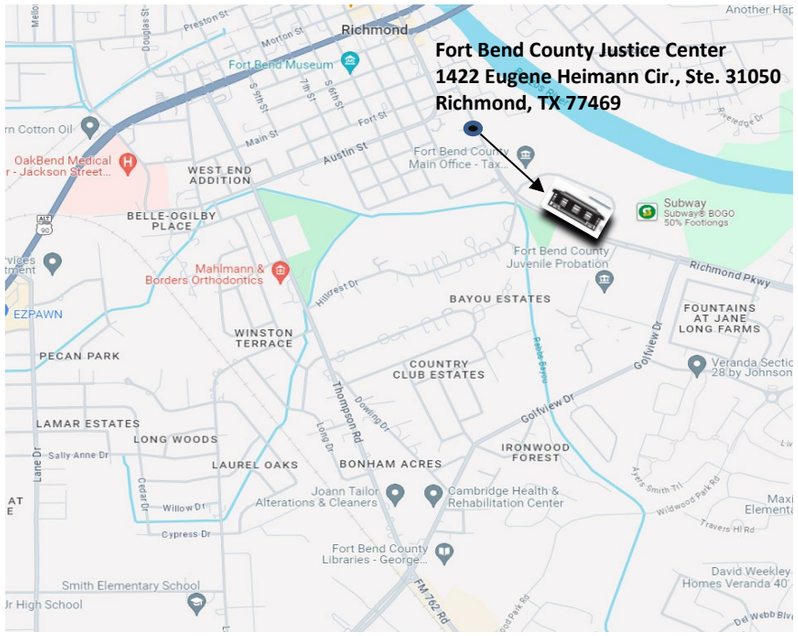
**(281) 341-4517**
**or visit:**
www.fbctx.gov/passports

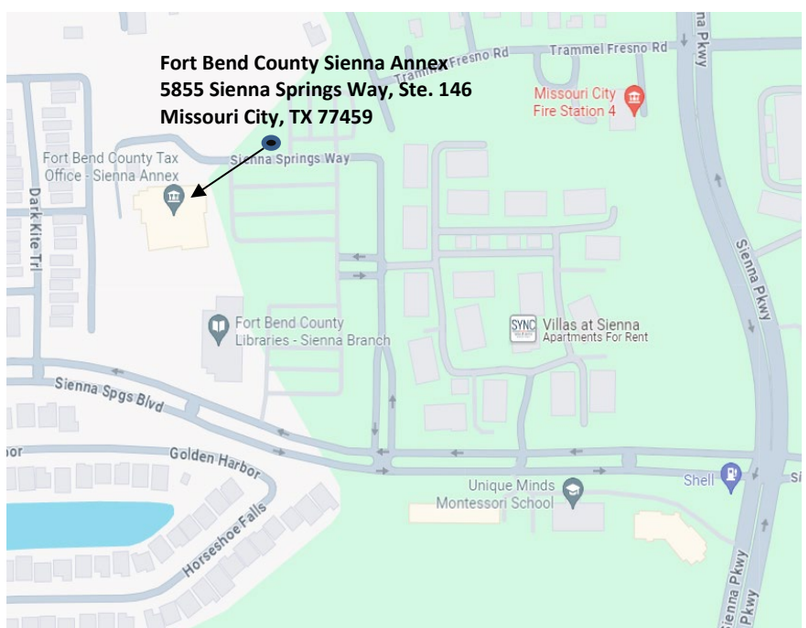
## Fort Bend County District Clerk Locations:

**Justice Center Location:**
**1422 Eugene Heimann Circle, Rm 31007**
**Richmond, TX 77469**
**Office Hours: Monday - Friday 8am – 5pm***
**(Excluding Fort Bend County Holidays)**

**Sienna Annex Location:**
**5855 Sienna Springs Way, Suite 146**
**Missouri City, TX 77459**
**Office Hours: Monday - Friday 8am – 12pm***
**Lunch 12pm – 1pm 1pm - 5pm***
**(Excluding Fort Bend County Holidays)**
*** Subject to change due to high volume of applicants**

Revised 9.24.26




# Fort Bend County District Clerk

## Passport Acceptance Facility

## Beverley McGrew Walker

District Clerk

281-341-4517

For Appointments:

www.fbctx.gov/passports

## *ADULT (Age 16 and older)

*ALL APPLICANTS MUST BE PRESENT*

Note: Applicants age 16 & 17 must have (1) Parent Present

CHECK OR MONEY ORDER PAYABLE TO:

**U.S. DEPARTMENT OF STATE**

(NO CASH OR CREDIT CARDS ACCEPTED)

***PASSPORT CARD ONLY:**

Routine Service:.....$30.00
Expedited Service:.....$90.00

***PASSPORT BOOK ONLY:**

Routine Service:.....$130.00

Routine Service plus Express Mail.....$156.87

Expedited Service:.....$190.00

Expedited plus Express Mail:.....$216.87

***PASSPORT BOOK AND *PASSPORT CARD:**

Routine Service:.....$160.00

Routine Service plus Express Mail:.....$186.87

Expedited Service:.....$220.00

Expedited plus Express Mail:.....$246.87

Revised 9.24.26

## *CHILDREN (Age 15 and under)

*ALL APPLICANTS MUST BE PRESENT*

*ALL MINORS **UNDER 16 YEARS** OF AGE MUST HAVE **BOTH PARENTS PRESENT** OR **ONE PARENT AND A NOTARIZED CONSENT LETTER OR DS-3053 FORM FROM THE ABSENT PARENT** ****ALONG WITH A COPY OF HIS/HER IDENTIFICATION - FRONT AND BACK** **

CHECK OR MONEY ORDER PAYABLE TO:

**U.S. DEPARTMENT OF STATE**

(NO CASH OR CREDIT CARDS ACCEPTED)

*** PASSPORT CARD ONLY**:

Routine Service:.....$15.00
Expedited Service: .....$75.00

*** PASSPORT BOOK ONLY:**

Routine Service:.....$100.00

Routine Service plus Express Mail:.....$126.87

Expedited Service:.....$160.00

Expedited plus Express Mail:.....$186.87

***PASSPORT BOOK AND *PASSPORT CARD:**

Routine Service:.....$115.00

Routine Service plus Express Mail:.....$141.87

Expedited Service: .....$175.00

Expedited plus Express Mail:.....$201.87

## PLEASE HAVE THE FOLLOWING FOR EACH APPLICANT:

Instructions for Passport Execution at our Facility Only

1. **Completed DS-11 Application -** (Sections 1-21 Only) Applications must be single sided.
2. **Proof of U.S. Citizenship:**
   - For Adults (16 and older) Certified copy of *U.S. Birth Certificate, *Naturalization / *Citizenship Certificate, *Consular Report of Birth Abroad, Or Previous Passport
     ***(Original AND Photocopy Required)**
   - For Children (15 and under) with a previous valid passport must have BOTH the *Birth Certificate AND previous passport.
     ***(Original AND Photocopy Required)**
3. **Submit a photocopy of the ID document (front and back) that you will present when you apply.**
   ***As a service we provide copies for $1.00 per page. This fee is added to the execution fee.**
4. **1 Passport Photo**
   ***Photos are taken at this Acceptance Facility for $15.00.**
   **Cash, Money Order, or Credit Card accepted for this fee at our Richmond or Sienna offices and Passport Fairs** (Checks are no longer accepted for this fee at any location)
   **NOTE: There is a convenience fee for Credit Card payments.**
5. **$35.00 Execution Fee:**
   *Payable to: **FORT BEND COUNTY DISTRICT CLERK**
   **Cash, Money Order, or Credit Card accepted for this fee at our Richmond or Sienna offices and Passport Fairs** (Checks are no longer accepted for this fee at any location)
   **NOTE: There is a convenience fee for Credit Card payments.**
6. **PASSPORT FEE:**
   *Payable to: **U.S. DEPARTMENT OF STATE**
   Payable by: ***CHECK OR MONEY ORDER ONLY**
   (Separate check/money order for each applicant)
   ****** Customers are able to purchase money orders at our Richmond or Sienna offices and at Passport Fairs for a fee of $3.00 for each money order. ***ONLY cash*** is accepted.**