

**Fort Bend County District Clerk  
Beverley McGrew Walker  
Passport Acceptance Facility**

**APPLICANT'S CHECKLIST**

**EACH APPLICANT MUST HAVE ALL ITEMS ON THE CHECKLIST READILY AVAILABLE IN ORDER TO BE SEEN BY A PASSPORT AGENT.**

- [ ] **All Applicants and Parents of Minor Applicant(s) must be present**
  - Under 16 – Both Parents or One Parent and a Notarized Consent Letter or DS-3053 Form from the Absent Parent and a front and back copy of the absent parent's I.D.
  - 16 & 17 – One Parent or Notarized Consent Letter/Form and a front and back copy of parent's I.D.
- [ ] **Completed DS-11 Application(s) –Sections 1-21 only (Black Ink Only)**  
**Note: Applications must be single sided.**  
**DO NOT ALTER THE APPLICATION IN ANY WAY.**
- [ ] **To Replace a lost or stolen passport, you will also need to include:**
  - Form DS-64 (Statement Regarding Lost or Stolen Passport)
- [ ] **Proof of U.S. Citizenship (may be one of the following)**
  - Current/Expired U.S. Passport; or
  - Certified Copy AND copy of U.S. Birth Certificate (Hospital Birth Certificate Unacceptable); or
  - Original AND copy of Naturalization/Citizenship Certificate; or
  - Original AND copy of Consular Report of Birth Abroad
- [ ] **Proof of Relationship – for Minors under 16**
  - Certified copy AND copy of Birth Certificate must be submitted along with the minor child's current/expired passport
- [ ] **Valid State or Government issued Photo I.D.**
  - Minors under 16 - copy of both parent's I.D. needed - front and back
  - Minors 16 & 17 - copy of one parent's I.D. needed – front and back  
*Copy requirements: plain white 8 ½ x 11 standard paper, displaying front and back of I.D. on same side of paper (not duplexed)*
- [ ] **One Passport Photo (must meet specs on Application) \*\* Photos are taken at this Acceptance Facility for a fee of \$15.00.**
  - Method of payment – Cash, Money Order or Credit Card **ONLY** (Convenience fee will be charged for Credit Card Payments)
- [ ] **Execution Fee for Application(s): Payable to “Fort Bend County District Clerk”**
  - \$35.00 execution fee for processing each Application
  - Method of payment: Cash, Money Order or Credit Card **Only** (Convenience fee will be charged for Credit Card Payments)
  - One payment acceptable for total costs of processing more than one application (ex: 2 Applications = \$70.00)
- [ ] **Passport Fee: Payable to “U.S. Department of State”**
  - Method of payment - Check or Money Order **ONLY**
  - Separate payment for each Application required
  - Money Orders are available for purchase at this acceptance facility for a fee of \$2.00. Cash ONLY is accepted.