

**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 copy of his/her I.D.
 - 16 & 17 – One Parent or Notarized Consent Letter/Form and a 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.

- [] **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 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 accepted for this fee (Convenience fee will be charged for Credit Card Payments)

- [] **Execution Fee for Application(s): Payable to “Fort Bend County District Clerk” (processing fee)**
 - \$35.00 execution fee for processing each Application
 - Method of payment - Cash, Money Order or Credit Card accepted for this fee (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 per money order. **ONLY** cash is accepted.