

MELANIE REED
Ellis County District Clerk
109 S. Jackson
Waxahachie, TX 75165
972-825-5091

PASSPORT INFORMATION

HOURS:
MONDAY THRU FRIDAY (Excluding Holidays)
8:00 A.M. TO 3:30 P.M.

ITEMS TO BRING ALL APPLICANTS MUST APPEAR IN PERSON!!!! NO EXCEPTIONS!!!

1. PROOF OF U.S. CITIZENSHIP: An original or certified birth certificate or previous issued passport not issued over 20 years. AND a photocopy of document.
2. PROOF OF IDENTITY: You must present your original identification (non-expired) AND submit a photocopy of the front and back with your application.
3. PASSPORT PHOTOS: Photographs must meet passport requirements – full front view and 2x2 inches in size. WE DO NOT OFFER THIS SERVICE AT OUR LOCATION. See below for photo suppliers in the area.
4. FEES: See chart below or visit travel.state.gov

****FEES PAYABLE BY CHECK OR MONEY ORDER ONLY TO U.S DEPT. OF STATE/PASSPORTS****

****EACH APPLICANT MUST HAVE OWN CHECK OR MONEY ORDER****

ADULT SERVICES (16 YRS AND UP)	STANDARD DELIVERY (4-6 WEEKS)	EXPEDITED DELIVERY (2-3 WEEKS)
BOOK ONLY	\$110.00	\$170.00
CARD ONLY	\$30.00	\$90.00
BOTH BOOK AND CARD	\$140.00	\$200.00
CHILD SERVICES (15 YRS AND UNDER)	STANDARD DELIVERY (4-6 WEEKS)	EXPEDITED DELIVERY (2-3 WEEKS)
BOOK ONLY	\$80.00	\$140.00
CARD ONLY	\$15.00	\$75.00
BOTH BOOK AND CARD	\$95.00	\$155.00

5. EXECUTION FEE: \$35.00. This fee is paid separately and will be payable to the Ellis County District Clerks Office. We accept cash or debit/credit cards. NO CHECKS.

REQUIREMENTS FOR CHILDREN:

To submit an application for a child under the age of 16 both parents or the legal guardian(s) must appear and present the following:

- Evidence of the child's US citizenship;
- Evidence of the child's relationship to parents/guardians(s); AND
- Original parental/guardian government-issued identification AND a photocopy of the front and back of presented identification.

IF ONLY ONE PARENT APPEARS, YOU MUST ALSO SUBMIT ONE OF THE FOLLOWING:

- DS-3053 STATEMENT OF CONSENT – (include the child’s full name and date of birth) consenting to the passport issuance for the child. This statement must be notarized and cannot be more than **three** months old and must be signed and notarized on the same day, and must come with a photocopy of the front and back side of the second parent’s government-issued photo identification, OR
- Second parent’s death certificate if second parent is deceased, OR
- Primary evidence of sole authority to apply, such as a court order, OR
- A written statement or DS-5525 (made under penalty of perjury) explaining in detail the second parent’s unavailability.

PASSPORT RENEWALS

- Children 15 years and younger must renew in person and complete the DS-11 application. They are not eligible to complete the DS-82 Renewal application.
- Adults may submit the DS-82 application through the mail. If applying through the mail, there is no execution fee. Pay only the application fee. We cannot accept the DS-82 form. If you would like your application processed with an agent in our office, please complete the DS-11 application as your renewal. Please follow the above fee schedule.

PASSPORT PHOTO SUPPLIERS

** This office does not recommend any photo supplier. Below are retailers who offer these services. **

Walgreens	CVS Pharmacy	Walmart	Step One
1201 Ferris Avenue	701 Ferris Avenue	1200 N. Hwy 77	201 E. Main St. #201
Waxahachie, TX	Waxahachie, TX	Waxahachie, TX	Waxahachie, TX
972-923-3366	972-938-3120	972-937-3460	972-937-8655

****To check the status of an application – **DO NOT CALL THIS OFFICE** - **** We do not have this information. Please visit travel.state.gov or call the National Passport Information Center at 1-877-487-2778 (Toll Free).

Thank you for choosing the Ellis County District Clerk for your Passport needs.