

PAYMENTS

PASSPORT SERVICES Acceptance Location & Hours of Operation

Houston Municipal Courts Committed to Justice, Equality, and Service

BY APPOINTMENT ONLY



PASSPORT SERVICES APPLICATION CHECKLIST

Two(2) payments are needed to process your passport application.

***NOTICE:** Fees and Processing times are subject to change without notice, please refer to the U.S. Department of State website www.travel.state.gov for the most up-to-date application fees and processing times.

PASSPORT APPLICATION FEE CHART

Adult Applicants (16 and older)

Passport Type	Travel Type	Passport Application Fee Includes Routine Processing
Passport Book	Land, Sea, International, and Domestic Air	\$130
Passport Card	Land, Sea, Domestic Air	\$30
Passport Book & Card	See above	\$160

Minor Applicants (Under 16)

Passport Type	Travel Type	Passport Application Fee Includes Routine Processing
Passport Book	Land, Sea, International, and Domestic Air	\$100
Passport Card	Land, Sea, Domestic Air	\$15
Passport Book & Card	See above	\$115

OPTIONAL SERVICES

Expedited Processing	1-2 Day Return Delivery Service (Book only)	File Search Fee Written request must be submitted
\$60	\$19.53	\$150

CENTRAL HOUSTON

Herbert W. Gee Municipal Courthouse
1400 Lubbock
Houston, TX 77002
Monday through Friday
1:00 PM-10:00 PM

Visit the Municipal Courts website
to schedule your appointment today!
www.houstontx.gov/courts

For the most up-to-date PASSPORT INFORMATION

Visit the only official website for:
⇒ Estimated Processing Times and Fees
⇒ Applications and Forms
⇒ List of Required Documents
⇒ International Travel Information
WWW.TRAVEL.STATE.GOV

PAYMENT 1 OF 2: PASSPORT APPLICATION FEES

- IMPORTANT:** Passport application fees can only be paid by personal check, cashier's check, or money order
- Separate payment for each applicant
- Made payable to: U.S. Department of State
- Cannot be made in cash, or credit/debit cards
- Non-refundable

Use the Passport Application Fee Chart to calculate your payment

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Passport Application Fee		Optional Services		Total Passport Application Payment <small>Paid by: Personal Check, Cashier's Check, or Money Order</small>

PAYMENT 2 OF 2: ACCEPTANCE FEE

- \$35 per applicant
- Paid separately** to the Acceptance Location for each applicant
- Not included in the Passport Application Fee
- Acceptance fee can be paid in cash, personal check, credit/debit card, money order, or cashier's check
- Made payable to: City of Houston



Houston Municipal Courts
Committed to Justice, Equality, and Service
(713) 837-0311



Houston Municipal Courts Department PASSPORT APPLICATION CHECKLIST

READ CAREFULLY: EACH PERSON APPLYING FOR A U.S. PASSPORT WILL NEED THE FOLLOWING ITEMS:

Passport Services

The Municipal Courts Department on behalf of the U.S. Department of State accepts passport applications for U.S. citizens wanting to get a new passport. Citizens may submit an Application (DS-11), for U.S. Passport in person. We can ONLY accept the DS-11 passport application. We cannot accept the DS-82 renewal application. The DS-82 renewal application must be completed and mailed by the applicant to the address on the form. Instructions on completing and mailing a passport renewal application can be found on the U.S. Department of State website www.travel.state.gov.

You must apply in person using form DS-11 if at least one of the following is true:

- You are applying for your first U.S. passport, or
- You are under the age of 16, or
- Your previous U.S. passport was issued when you were under age 16, or
- Your previous U.S. Passport was lost, stolen, or damaged, or
- Your previous U.S. Passport was issued more than 15 years ago, or
- Your name changed since your U.S. passport was issued and you are unable to legally document your name change.

CORRECTLY COMPLETED DS-11 APPLICATION

- Download application online at www.travel.state.gov
- One application per applicant
- Complete in **black ink** only
- Do not sign application until requested to do so by a passport acceptance agent
- Passport renewal application DS-82 is not accepted

PROOF OF U.S. CITIZENSHIP

Bring **one original** (plus one photocopy*) of the following:

- Previously issued U.S. Passport undamaged (may be expired), or
- U.S. Birth Certificate or certified copy issued by the city, county, or state, or
- Certificate of Naturalization, or
- Consular Report of Birth Abroad or Certification of Birth, or
- Certificate of Citizenship
- For minors:** Under 18, the original birth certificate must be presented.

Note: Original proof of citizenship must be submitted with your application. However, your original document will be mailed back to you in a separate envelope.

***Photocopies must be: legible, on white 8.5" x 11" standard paper, black and white, and single sided.**

MAKE AN APPOINTMENT

Visit the Municipal Courts website www.houstontx.gov/courts to schedule an appointment. An appointment is needed for each person submitting an application for a passport. Walk-ins cannot be accommodated at this time. **Use the area below to record your appointment details.**

Appointment Details

Date:	Time:
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Municipal Court Acceptance Location:

**Herbert W. Gee
Municipal Courthouse
1400 Lubbock Street
Houston, TX 77002**

PASSPORT PHOTO

- (1) one color photo
- 2" x 2" inches in size
- Taken within the past 6 months, showing current appearance
- Full Face, with neutral facial expression
- Front view with a plain white or off-white background
- Between 1" inch and 1 3/8" inches from the bottom of the chin to the top of the head
- Taken in normal street attire
- No glasses

PROOF OF IDENTITY

Bring **one original** (plus one photocopy* **front and back**) of the following:

- Valid State Driver's License, or
- Valid State Identification Card, or
- Naturalization Certificate, or
- Prior Undamaged U.S. Passport (may be expired), or
- Government Employee ID, or
- Official Military ID Card

Minors: For applicants under 16 years of age both parents must be present or provide official consent. If both parents cannot be present go to www.travel.state.gov for more information.

CHECK THE STATUS OF YOUR APPLICATION

- 7-10 business days after submitting your application
- Visit www.passportstatus.state.gov to check the status of your passport application and/or register your email address to receive automatic email updates
- You will need the applicants' **Last Name, Date of Birth, and Social Security Number** (Last 4 digits)
- By calling the National Passport Information Center at 1(877)487-2778 or 1(888)874-7793(TDD/TTY)
- eMail: NPIC@state.gov