



BEFORE WE PROCESS YOUR PASSPORT APPLICATION, PLEASE MAKE SURE YOU HAVE THE FOLLOWING:

- A completed passport application (DS-11)
- Primary evidence of birth (certified copy of birth certificate or certificate of naturalization)
 - *Photo copies or abstracts from CA or TX will not be accepted.*
- One form of proper identification (State issued ID, Driver's License, Previous Passport)
- One passport photo (2" X 2", white background, no eyeglasses, neutral expression)
- A **Check or Money Order** must accompany the application.
 - *Please make payment payable to the "US Department of State" in the appropriate amount with applicant's name and date of birth written on the memo line.*

PLEASE NOTE:

- Children under 16 require that *both parents be present*. If one parent is unable to appear, sole legal custody or a notarized consent along with a front & back photocopy of non-appearing parents ID must be submitted.
- Passport Cards are valid for travel *by land or by sea ONLY*.
- Renewal applications are available in our office but are processed by applicant through mail **ONLY**.

PASSPORT FEES		
<i>(Must be on a check or money order payable to "US Department of State")</i>		
	Adult (16+)	Minor (15 & under)
Passport Book	\$110	\$80
Passport Card	\$30	\$15
OPTIONAL FEES		
Expedited Service	\$60	
Overnight Return	\$17.13	
ADDITIONAL FEES		
<i>(Payable to the "City of Beaumont" via cash, check or credit)</i>		
Processing Fee	\$35 per application	

PROCESSING HOURS:

Monday - Thursday

8:00 a.m. – 10:30 a.m. & 2:00 p.m. – 4:30 p.m.

Friday

8:00 a.m. – 11:00 a.m.

