

# Passport Acceptance Facility

We are a U.S. Passport approved Acceptance Facility. We process passport applications.

***These services are by appointments only.***

***We take appointments Tuesdays, Wednesdays, and Thursdays 10am-4pm.***

To get a U.S. passport, you must be either:

A U.S. citizen by birth or by naturalization.

You must apply in person at a passport acceptance facility for a new passport.

A NEW passport **CANNOT** be done online or by mail.

Items you need to apply for a passport:

Application - You will need Form **DS-11**.

Download Form DS-11 at ([travel.state.gov](https://travel.state.gov)) and fill it out by hand. **BLACK INK ONLY**, or

find your local passport acceptance facility or regional agency and pick up Form DS-11

Do not sign Form DS-11 until you are at your appointment and the passport acceptance official tells you to do so.

Personal documents including:

**Original proof of citizenship** (Original **LONG FORM** birth certificate or a certified copy of it.) (Please bring **BOTH** a Certified Original AND a photocopy of it)(The Dept of State will keep the copy and send the ORIGINAL back to you, a few weeks after they send the new passport.)

A valid **Texas** drivers license.

A front and back **COPY** of your drivers license.

If your passport has been expired more than 5 year, bring it and a **COPY** of the photo page of the passport. (This will take the place of your birth certificate/citizenship document.)

Passport photo(photo can be done here at the Whitesboro Public Library)

Passport fees

### **Passport information:**

-Application must be filled out in **black** ink

-Adults (16 +), fee will be \$130 for a passport book per application.

-Routine mail is 6-8 weeks \*

-Expedite is 2-3 weeks\* and \$60 extra per application

-Minors (15 years and younger), fee will be \$100 for a passport book per application

-Routine mail is 6-8 weeks \*

-Expedite is 2-3 weeks\* and \$60 extra per application

***-There will be 1 form of payment for each application and must be either check or money order.***

-Passport payments must be made out to the U.S. Department of State. Each check or money order needs the individual that is applying **name and date of birth** in the memo.

**Each application must have a separate check or money order.**

-Processing fee is \$35 and payment must be made out to the Whitesboro Public Library

-Passport approved pictures are available on-site for \$10.

An appointment is needed for all passport services.

For more information or to schedule your appointment, please call the library at 903-564-5432.

Thank you.

\*subject to change

**\*\*mailing times are not included in processing times. Please add 2 weeks on the front end and 2 weeks on the back end of the processing time .**

## **Related Links**

- [Department of State Passport Information](#)