

## PROCESSING TIME

Processing times begin the day an application is received at the processing center.

Refer to [www.travel.state.gov](http://www.travel.state.gov) for the most current processing times. Your agent will be able to give you an *estimate*.

**Overnight return service of a completed passport is available for a fee. Ask agent for pricing.**

We are an acceptance facility **only**, so you will not leave with your passport in hand. It will be mailed to you.

\*If applying for both a passport book and card at the same time, only one execution fee will be charged.

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## RENEWALS

You may be eligible to **renew** your expired passport by mail.

### Requirements:

- Passport was issued at age 16 years or older
- Full 10-year validity
- Passport was issued less than fifteen years ago
- (If applicable) documentation to reflect name changes by marriage or court order
- You can submit your most recent passport

The library cannot take charge of renewal applications. You must mail in the renewal yourself.

Application Form **DS-82** found at [www.travel.state.gov](http://www.travel.state.gov)

# PASSPORT APPLICATION INFORMATION

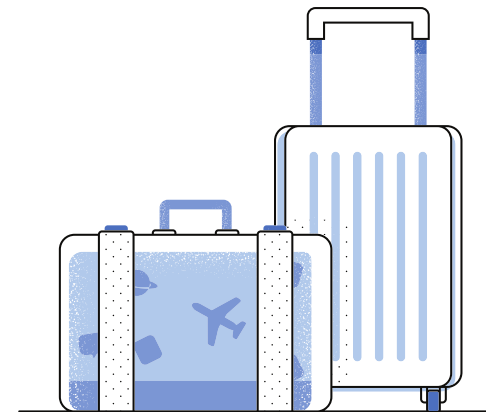
## APPLY HERE

Commerce Public Library  
1008 Main Street  
Commerce, Texas 75428

Monday - Friday

**Call 903.886.6858**

to schedule your appointment



# NEW APPLICANTS

You must complete **Form DS-11** (Application For a U.S. Passport) in **black ink**. Can be found at [www.travel.state.gov](http://www.travel.state.gov)

## Information Requested:

- Date and place of birth
- Social Security number
- Parents names, DOB
- Emergency contact number
- Occupation
- Travel plans (not mandatory)

# PAYMENT

Two separate payments are required (see "Fees" section):

1. One check or money order to the U.S. Department of State
2. Cash, check or money order to the Commerce Public Library

# MINORS

- Both parents must be present
- Evidence of child's citizenship
- Proof that adults present are the child's parents'
- Valid IDs for parents

# FEES

## Minors - Under 16

Passport Book \$100 passport fee  
\$35 execution fee

Passport Card \$15 passport fee  
\$35 execution fee

## Adults - 16 and Older

Passport Book \$130 passport fee  
\$35 execution fee

Passport Card \$30 passport fee  
\$35 execution fee

## Passport Fees:

- Must be paid by either **check or money order** to the U.S. Department of State

## Expedite Fee

- An additional \$60 per application include in US Dept of State payment/passport fee

## Execution Fees:

- May be paid by either **cash or check** to the Commerce Public Library

**No Debit or Credit cards accepted.**

# REQUIRED ITEMS

## Completed Application

- Do not sign the application

## Proof of U.S. Citizenship

- Previous U.S. Passport Issued to an adult
- **Original or Certified Copy** of your U.S. Birth Certificate
- **Original or Certified Copy** of Certificate of Naturalization
- **Original or Certified Copy** of Certificate of Citizenship

## Proof of Identity

- Driver's License, State ID card, or Military ID (must be current and valid)

## Passport Photo

- One passport photo (Can be taken at the Commerce Public Library for \$12)

\*Proof of Citizenship Documents must be Government issued with issuing agency's seal.

Original documents will be mailed with your application, then returned.

You can apply to your birth state for a certified copy of B.C.