

PROCESSING TIME

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

Refer to 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.

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

We can take your photograph for a renewal, but the library **cannot** take charge of renewal applications. You must mail in the renewal yourself.

No execution fee is paid for renewals.

Application Form **DS-82** found at www.travel.state.gov

PASSPORT APPLICATION INFORMATION

APPLY HERE

Commerce Public Library
1210 Park 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

Information Requested:

- Date and place of birth
- Social Security number
- Parents names, DOB, and place of birth
- Emergency contact number
- Occupation

PAYMENT

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

1. One check or money order to the U.S. Department of State
2. Other payment 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 Card \$15

Adults - 16 and Older

Passport Book \$130

Passport Card \$30

Passport Fees:

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

Execution Fees:

- \$35 per application
- Paid to the Commerce Public Library

Expedite Fee

- An additional \$60 per application include in US Dept of State payment/passport fee
- Ask about 1-2 day return delivery prices

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.