



NORMA FAVELA BARCELEAU

DISTRICT CLERK

ENRIQUE MORENO COURTHOUSE
500 E. SAN ANTONIO ST. SUITE 103
EL PASO, TX 79901
PH (915) 546-2021 • FAX (915) 546-8139
epcounty.com/districtclerk

Passport Requirements

The following requirements are for Adult (16 years and older) and Child (15 years and under):

1. Complete DS-11 application. Application must be signed in front of a Deputy District Clerk.
2. Original proof of citizenship and a copy (acceptable proof of citizenship is birth certificate, naturalization certificate and previously issued passport) is required.
El Paso birth certificates (births in El Paso County only) may be purchased at the County Clerk’s Office at 500 E. San Antonio, Suite 105, El Paso, TX 79901
3. Valid identification, such as driver’s license, state issued ID, VISA BCC, or Military ID for all applicants and for parents of minors applying for a passport card or book.
4. One color photo (2x2)

| Type | Passport Book Fee | Passport Card Fee | Expedited Fee | Processing Fee |
|-------|-------------------|-------------------|---------------|----------------|
| Adult | \$130.00 | \$30.00 | \$60.00 | \$35.00 |
| Child | \$100.00 | \$15.00 | \$60.00 | \$35.00 |

Additional Information

Passport book, passport card and expedited fee must be paid with personal check or money order and must be made payable to the U.S. Department of State.

The processing fee must be paid in cash, credit/debit card, or money order (made payable to the District Clerk). Credit/debit card transactions will be charged a convenience fee.

All Applicants must be present. For applicants 16 and 17 years of age, one parent must be present. For applicants that are under 16 years of age, both parents must be present.

Copies of identifying information and citizenship information may be obtained at the District Clerk’s Office for a \$1.00 charge per copy.

| | |
|--------------------------------------|---|
| Routine | 8 to 11 weeks* |
| Expedited | 5-7 weeks* |
| Expedited by El Paso Passport Agency | Must have international travel within the next 14 calendar days |

**Processing times begin the day the Department of State receives your application at the passport agency or center, not the day you mail your application or apply. Mail times may vary across the country.*

Original documents will be sent to the U.S. Department of State and will be returned to the applicant at a later time.

Applicants planning to international travel within two weeks will need to apply at the following address:

U.S. Department of State - El Paso Passport Agency
Anson Mills Building, 303 N. Oregon St., El Paso, TX 79901
Phone 1-877-487-2778 by appointment only