



HAMILTON COUNTY

220th Judicial District Court
102 North Rice Street, Ste. 215
Hamilton, Texas 76531

Sandy Layhew
District Clerk

(254) 386-1240
Fax: (254) 386-1242
districtclerk@hamiltoncountytexas.org

Useful Passport Information

For downloadable forms, complete instructions including special instructions for children under 16 years of age, foreign entry requirements, and other information, please visit the U.S. Department of State web site: www.travel.state.gov

KNOW BEFORE YOU GO

- The Courthouse is open 8:00am-12:00pm and 1:00pm-4:30pm, Monday thru Friday.
- The application process takes 20-30 minutes per applicant. Take this into account when planning your arrival time.
- Friday afternoons and school holidays are peak periods with some waiting. Please plan accordingly.
- Passport application processing is done on a first come, first serve basis.
- Bring your completed application, all proper documentation and fees with you to process your application. (2 payments per application)

Current Processing Times (excluding mail time)

- Routine: 6-8 Weeks
- Expedite (Additional \$60 fee): 2-3 Weeks

Adult Applications (16 yrs. and older)

- Completed DS-11 form
- Original or Certified copy of the long form Birth Certificate; or Naturalization Certificate; and/or Expired Passport
- Valid Driver's License
- Check or Money Order to U.S. Department of State
- Check or Money Order to Hamilton County District Clerk's Office
- Photo for application

Applications for Children (under 16)

- Both parents must be present** with their driver's licenses
- Completed DS-11 Form
- Bring previous passport for minor, if applicable. If no prior passport, Original or Certified Copy of the long form birth certificate; or Naturalization Certificate
- Check or Money Order to U.S. Department of State
- Check or Money Order to Hamilton County District Clerk's Office
- Photo for application

U.S.D.S Fees:

Check or money order ONLY, for each applicant

Adult Applicants (16 years and older)

Passport Book	\$130.00
Passport Card	\$ 30.00
Book & Card	\$130.00

Minor Applicants (under 16)

Passport Book	\$100.00
Passport Card	\$ 15.00
Book & Card	\$115.00

Optional Fee for any passport book:

Expedite Fee	\$60.00
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District Clerk Fees:

Cash, check or money order for each applicant

Photo	\$15.00
Acceptance Fee	\$35.00

General Information

- Use black ink; no mark throughs or scratch throughs
- Completely fill out the application. Failure to do so could cause the Department of State to reject your application.
- Do not sign the signature section
- Each application will need a separate check to U.S.D.S.
- For each applicant, there will be a payment to Hamilton County District Clerk's office
- Photos can be done at another facility and brought in, or we can do them in our office
- U.S. Birth Certificate, Long Form required – Hospital birth certificates, notarized copies and photocopies are not acceptable to the Department of State.

For any questions, please contact our office between the hours of
8:00 a.m. – 12:00 p.m. or 1:00 p.m. – 4:30 p.m. Monday thru Friday at 254-386-1240
or visit the U.S. Department of State web site at www.travel.state.gov