



NICOLE HERNANDEZ
DISTRICT CLERK
115TH DISTRICT COURT
UPSHUR COUNTY

PASSPORT INFORMATION

Location: The Upshur County District Clerk's Office located at 405 N. Titus Street, Gilmer, Texas 75644

Hours of Operation: Monday through Thursday 9:00am – 3:00pm. We will not process applications past 3:00pm. (No appointment necessary)

Office Number: 903-843-5031

New Application Forms (DS-11) and Renewal Forms (DS-82) may be obtained at the Upshur County District Clerks office or you can visit <http://travel.state.gov> to pre-print forms to bring with you. You can pre-fill these forms or fill them out at the office. This site also has up to date passport processing times and other information that may be helpful to applicants.

All Applicants who are the **age of 16 or 17** **has to be accompanied by a parent or legal guardian with court orders with driver's license.**

All Applicants who are the **age of 15 and under** **have to be accompanied by both parents.**

DOCUMENTS REQUIRED TO BE BROUGHT WITH YOU FOR A NEW PASSPORT APPLICATION (DS-11 Form)

1. Birth Certificate (original certified copy with raised seal – long form for births in Texas and California and a photocopy thereof) **OR** expired passport.
2. One 2" x 2" passport picture with clear, front view.

Wal-Mart in Gilmer, Texas has a Photo Center that takes Passport Photos Monday-Friday 9:00 a.m. to 8:00 p.m. Check out this link that has more information regarding Passport Photos at Wal-Mart.

https://photos3.walmart.com/category/1938-same-day-passport-photos?product=3884-same-day-passport-photos&theme=fuji.themepack%3A51x51mm_x4_icao9303.passport&design_code=standard.fullphoto

3. \$130.00 **CHECK OR MONEY ORDER ONLY** (*no cash, debit cards or credit cards*) made payable to the **U.S. Department of State**. (\$100.00 for persons under 16 years of age).
4. \$35.00 execution fee **CASH OR MONEY ORDER** made payable to the Upshur County District Clerk.
5. Driver's license *and a photocopy thereof*.

**REQUIRED INFORMATION THAT YOU WILL NEED TO KNOW
TO COMPLETE APPLICATION:**

- Full birth name, place of birth, and date of birth for mother and father.
- Dates of current and all previous marriages and divorces.
- Birth names, birth dates, and birthplaces of current and previous spouses.
- Social security number.

Please fill out the application through line item #20 in **BLACK INK. DO NOT SIGN UNTIL ADVISED BY CLERK.**

To expedite a new passport (for passport book only), bring the following items:

- \$190.00 check or money order made payable to Department of State
- Overnight Fees - visit the following website and click on "I need to rush my passport or pay for a special service."

- <https://travel.state.gov/content/travel/en/passports/requirements/fees.html>. This will have up to date pricing of these services.

DOCUMENTS REQUIRED TO BE BROUGHT WITH YOU FOR A RENEWAL PASSPORT APPLICATION (DS-82 Form)

1. Application Form DS-82. You can pre-fill it out or in the office.
2. Your most recent passport that must have been issued within the last **15 years**.
3. A new 2" x 2" passport photo. **Please see above regarding Passport Photos and where they can be obtained.**
4. A check or money order in the amount of \$130.00 made payable to the **U.S. Department of State**.
5. **An envelope addressed to:**
National Passport Processing Center
P. O. Box 640155
Irving, TX 75064-0155

(Please print departure date of envelope in mail in lower left corner of said envelope.)

To expedite your passport, follow instructions through #4 then:

- Make your check or money order in the amount of **\$190.00** made payable to the **U.S. Department of State**.
- Send copy of tickets or itinerary of urgent trip as proof of departure.

Mail Application, Money Order or Check and Supporting Documents to:

National Passport Processing Center
P. O. Box 90955
Philadelphia, PA 19190-0955