



**BEFORE WE PROCESS YOUR PASSPORT APPLICATION,  
PLEASE MAKE SURE YOU HAVE THE FOLLOWING:**

- A completed passport application (DS-11)
- Primary evidence of birth (certified copy of birth certificate or certificate of naturalization)
  - *Photo copies or abstracts from CA or TX will not be accepted.*
- One form of proper identification (State issued ID, Driver’s License, Previous Passport)
- One passport photo (2” X 2”, white background, no eyeglasses, neutral expression)
- A **Check or Money Order** must accompany the application.
  - *Please make payment payable to the “US Department of State” in the appropriate amount with applicants name and date of birth written on the memo line.*

**PLEASE NOTE:**

- Children under 16 require that *both parents be present*. If one parent is unable to appear, sole legal custody or a notarized consent along with a front & back photocopy of non-appearing parents ID must be submitted.
- Passport Cards are valid for travel *by land or by sea ONLY*.
- Renewal applications are available in our office but are processed by applicant through mail **ONLY**.

<b>PASSPORT FEES</b>		
(must be on a check or money order payable to “US Department of State)		
	Adult (16+)	Minor (15 & under)
Passport Book	\$110	\$80
Passport Card	\$30	\$15
<b>OPTIONAL FEES</b>		
Expedited Service	\$60	
Overnight Return	\$15.89	
<b>ADDITIONAL FEES</b>		
(Payable to the “City of Beaumont” via cash, check or credit)		
Processing Fee	\$35 per application	

**CITY OF BEAUMONT PROCESSING HOURS:**

**Monday - Thursday**

8:00am – 10:30am & 2:00pm – 4:30pm

**Friday**

8:00am – 11:00am

***Bon Voyage!***

