

Passport Information

The Hopkins County District Clerk's office has proudly served the citizens of Hopkins and nearby counties for over 20 years as Passport Agents for the U S Department of State. Please feel free to call us to assist you with your passport questions. Looking forward to seeing you soon!

Apply in Person:

Hopkins County District Clerk
282 Rosemont Street, Suite 2
Sulphur Springs, TX 75482
(903) 438-4081

Passport Acceptance Hours:

Monday thru Friday 8:00 - 3:00
Lunch Closings M - TH 12:00 - 1:00
Friday Opening During Lunch
NO Passport Applications will be processed AFTER 3:00 p.m.

Fees: Adult Applicants (age 16 and older):

Product	Fee Per Application	Execution Fee Per Application
Passport Book	\$110	\$35
Passport Card	\$ 30	\$35
Passport Book & Card	\$140	\$35

Child Applicants (Age 15 and younger):

Product	Fee Per Application	Execution Fee Per Application
Passport Book	\$80	\$35
Passport Card	\$15	\$35
PP Book & Card	\$95	\$35

****PLEASE NOTE: THE APPLICATION FEE AND THE EXECUTION FEE ARE PAID SEPARATELY.****

Items Needed For A New Passport:

1. Certified birth certificate or naturalization certificate. For more information visit:
<https://travel.state.gov/content/travel/en/passports/requirements/citizenship-evidence.html>
2. Valid photo identification. For more information visit:
<https://travel.state.gov/content/travel/en/passports/requirements/identification.html>
3. Passport photo. For more information visit:
<https://travel.state.gov/content/travel/en/passports/requirements/photos.html>
4. Separate Check or money order for Application Fee made payable to: **U.S. DEPT. OF STATE must be attached to each application.**
5. Check or money order for the total amount of Execution Fees made payable to:
HOPKINS COUNTY DISTRICT CLERK – cash and credit/debit cards can be accepted for this fee.
6. Application (form DS-11) completed in ***** black ink only.*****

Forms:

Forms are supplied in our office or can be printed from Travel.State.Gov:

<https://travel.state.gov/content/travel/en/passports/requirements/forms.html>

**EACH PERSON MUST BE PRESENT FOR THEIR APPLICATION PROCESS.
BOTH PARENTS AND CHILD MUST BE PRESENT FOR EACH CHILD'S APPLICATION.**

For more information on current processing times, fees, and requirements please visit:

<https://travel.state.gov/content/travel.html>