Passport Information

The Hopkins County District Clerk’s office has proudly served the citizens of Hopkins and nearby counties for over 15 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):

<table>
<thead>
<tr>
<th>Product</th>
<th>Fee Per Application</th>
<th>Execution Fee Per Application</th>
</tr>
</thead>
<tbody>
<tr>
<td>Passport Book</td>
<td>$110</td>
<td>$35</td>
</tr>
<tr>
<td>Passport Card</td>
<td>$30</td>
<td>$35</td>
</tr>
<tr>
<td>Passport Book &amp; Card</td>
<td>$140</td>
<td>$35</td>
</tr>
</tbody>
</table>

Child Applicants (Age 15 and younger):

<table>
<thead>
<tr>
<th>Product</th>
<th>Fee Per Application</th>
<th>Execution Fee Per Application</th>
</tr>
</thead>
<tbody>
<tr>
<td>Passport Book</td>
<td>$80</td>
<td>$35</td>
</tr>
<tr>
<td>Passport Card</td>
<td>$15</td>
<td>$35</td>
</tr>
<tr>
<td>Passport Book &amp; Card</td>
<td>$95</td>
<td>$35</td>
</tr>
</tbody>
</table>

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

***WE DO NOT ACCEPT DEBIT OR CREDIT CARDS***

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. Check or money order for each 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 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