Tarrant County Clerk
Passport Acceptance Facility
Hours:
Monday – Friday, 8:00 am to 3:30 pm

SOUTHWEST SUB-COURTHOUSE
6551 Granbury Rd. Ste 210
FORT WORTH, TEXAS 76133
MONDAY – FRIDAY
8:00 AM – 3:30 PM
(817) 248-6210

SOUTHLAKE SUB-COURTHOUSE
SOUTHLAKE TOWN SQUARE
1400 Main St. Ste 340
SOUTHLAKE, TEXAS 76092
MONDAY – FRIDAY
8:00 AM – 3:30 PM
(817) 481-8190

NORTHWEST SUB-COURTHOUSE
6713 Telephone Rd. Ste 205
LAKE WORTH, TEXAS 76135
MONDAY – FRIDAY
8:00 AM – 3:30 PM
(817) 238-4457

ARLINGTON SUB-COURTHOUSE
700 E. Abram St. Ste 204
ARLINGTON, TEXAS 76010
MONDAY – FRIDAY
8:00 AM – 3:30 PM
(817) 548-3963

NORTHEAST SUB-COURTHOUSE
645 Grapevine Hwy, Ste 210
HURST, TEXAS 76054
MONDAY – FRIDAY
8:00 AM – 330 PM
817-248-6080

REQUIREMENTS FOR U.S. PASSPORT

- Evidence of U.S. citizenship
  - U.S. Passport Book or Card, Naturalization Certificate, Certificate of Citizenship, Certified Birth Certificate-*long form preferred,* Consular Report of Birth Abroad (photocopies not accepted)
  - Birth certificates **must** have a raised, embossed, or multi-colored seal from the city, county, or state of birth, have both parents listed and must have a file date showing that it was filed within one year of the birth. Proof of citizenship must accompany the application sent to the Department of State; however, it will be returned to you after processing.

    NOTE: Texas long form birth certificates must list hospital in which applicant was born while Texas abstract birth certificate will need to display a capital letter (I) by the file date. **California** birth certificates must be long form only with hospital listed. (**HOSPITAL BIRTH CERTIFICATES ARE NOT ACCEPTABLE FORMS OF CITIZENSHIP)**

- Valid government issued identification with photocopy (front and back)
  - driver license, state issued I.D., military I.D., passport reflecting current appearance or naturalization certificate
- One passport photo (**PHOTOS ARE AVAILABLE AT THE TARRANT COUNTY CLERK PASSPORT OFFICE)**
- Applicant's Social Security Number
- Applicants 16 and 17 years of age must appear in person with one parent. Applicants 15 years of age and under must appear in person with both parents who are named on the birth certificate. The birth certificate must be submitted to establish parent/child relationship, with or without a previous passport for children 15 years of age and under.

For more information regarding requirements for U.S. Passport please refer to the Department of State's website (travel.state.gov).

Routine Processing *- Approximately up to Six Weeks - Fees:*
(Payment must be made by CHECK or MONEY ORDER ONLY. Each application will require TWO personal checks or money orders.)

Passport Book	Passport Fee Due To	Execution Fee Due To	Photo Fee Due To
	US Department of State	Tarrant County Clerk	Tarrant County Clerk
Age 16 and Over	$110.00	$35.00	$15.00
Under age 16	$80.00	$35.00	$15.00

Passport Card	Passport Fee Due To	Execution Fee Due To	Photo Fee Due To
	US Department of State	Tarrant County Clerk	Tarrant County Clerk
Age 16 and Over	$30.00	$35.00	$15.00
Under age 16	$15.00	$35.00	$15.00

Expedite Processing *- Approximately Two to Three Weeks - Fees:*

(Payment must be made by CHECK or MONEY ORDER ONLY. Each application will require TWO personal checks or money orders.)

Passport Book	Passport Fee Due To	Execution Fee Due To	Photo Fee Due To
	US Department of State	Tarrant County Clerk	Tarrant County Clerk
Age 16 and Over	$170.00	$35.00	$15.00
Under age 16	$140.00	$35.00	$15.00

Passport Card	Passport Fee Due To	Execution Fee Due To	Photo Fee Due To
	US Department of State	Tarrant County Clerk	Tarrant County Clerk
Age 16 and Over	$90.00	$35.00	$15.00
Under age 16	$75.00	$35.00	$15.00

***Acceptance hours and Passport requirements are based on Department of State guidelines.**