

# Grayson County District Clerk's Passport Acceptance Facility

Location: Grayson County Justice Center

District Clerk's Office

200 S. Crockett, Ste. 120A Sherman, TX 75090

Hours of Operation: 8:00 am – 4:30 pm

Monday through Friday ONLY

**The U.S. Department of State, Bureau of Consular Affairs, has designated the Grayson County District Clerk's Office as an Agent for the purpose of accepting applications for passports and administering oaths.**

**The Grayson County District Clerk's Office offers passport photo services along with passport processing!**

## Acceptance Hours

Monday – Friday

8:00 am – 4:30 pm

No appointment necessary. Please allow 10-20 minutes for the application process. All applicants need to arrive before 4:00 pm to allow time for processing.

## Processing Times

- Routine Service –
  - approximately 4-6 weeks from the time of application
- Expedited Service –
  - approximately 2-3 weeks from the time of application

## Requirements

- Valid photo I.D. for anyone 16 years and older
- Proof of Citizenship
  - Certified Long-Form Birth Certificate
  - Naturalization Certificate
  - Report of Birth Abroad
  - Previously issued fully valid U.S. Passport
- One Passport Photo
  - Photo should be 2"x2" with the head centered and sized between 1" and 1.4"
  - Background is uniform, plain and white or off-white, and free of shadows
  - Photo is clear and in color, reproduces skin tones accurately, and is properly exposed with no shadows
  - Neutral expression is preferred; a natural smile is acceptable
- All Applicants must be present (including children)
- Two Separate Payments for the Fees (see below)



## **Passport Fees:**

TWO Separate Fees:

- 1) Payable to **Grayson County District Clerk**  
(cash, credit card, check or money order)
  - a. Application Fee \$35.00
  - b. Photos \$10.00 + Tax
- 2) Payable to **U.S. Department of State** (**CHECK OR MONEY ORDER ONLY**)



<b>U.S. Passport Book</b>			
	<b>Passport Fee</b> Payable to Department of State <i>*Check or Money Order Only</i>	<b>Execution Fee</b> Payable to Acceptance Facility	<b>Total First-Time Applicant Fee</b>
<b>Adults First Time</b> (age 16 and over)	\$110	\$35	\$145
<b>Adults Renewal</b> (Applying with DS-82)	\$110	\$0	\$110
<b>Minors</b> (under age 16)	\$80	\$35	\$115
<b>U.S. Passport Card</b>			
	<b>Passport Fee</b> Payable to Department of State <i>*Check or Money Order Only</i>	<b>Execution Fee</b> Payable to Acceptance Facility	<b>Total First-Time Applicant Fee</b>
<b>Adults First Time</b> (age 16 and over)	\$30	\$35	\$65
<b>Adults Renewal</b> (Applying with DS-82)	\$30	\$0	\$30
<b>Minors</b> (under age 16)	\$15	\$35	\$50
<b>Optional Service Fees</b> <i>Paid to the Department of State</i>			
<b>File Search Fee</b>	\$150		
<b>Expedite Processing</b>	\$60		
<b>Overnight Delivery Return Fee</b> <i>Passport Book Only</i>	\$15.89		

The U.S. State Department's website, **[www.travel.state.gov](http://www.travel.state.gov)**, contains helpful information on which type of passport to acquire and forms to download.

You can contact the Grayson County District Clerk's Passport Acceptance Office by telephone at (903)813-4358 or (903)813-4306 Monday through Friday between 8:00 am and 5:00 pm. or by email at [lbrown@co.grayson.tx.us](mailto:lbrown@co.grayson.tx.us) or [beshearsc@co.grayson.tx.us](mailto:beshearsc@co.grayson.tx.us)

**\*NOTICE – Original or certified documents i.e., birth certificates, court orders, will have to be submitted along with the application to the U.S. Department of State. All documents will be returned by mail to the applicant. If you would like copies of documentation please make them before coming to our facility.**