

**Tarrant County Clerk  
Passport Acceptance Facility  
Processing Hours:**

**Monday – Friday, 8:00 am to 3:45 pm**



**SOUTHWEST SUB-COURTHOUSE**  
6551 Granbury Rd. Ste 210  
FORT WORTH, TEXAS 76133  
MONDAY – FRIDAY  
8:00 AM – 3:45 PM  
**(817) 248-6210**

**SOUTHLAKE SUB-COURTHOUSE**  
SOUTHLAKE TOWN SQUARE  
1400 Main St. Ste 340  
SOUTHLAKE, TEXAS 76092  
MONDAY – FRIDAY  
8:00 AM – 3:45 PM  
**(817) 481-8190**

**NORTHWEST SUB-COURTHOUSE**  
6713 Telephone Rd. Ste 205  
LAKE WORTH, TEXAS 76135  
MONDAY – FRIDAY  
8:00 AM – 3:45 PM  
**(817) 238-4457**

**ARLINGTON SUB-COURTHOUSE**  
700 E. Abram St. Ste 204  
ARLINGTON, TEXAS 76010  
MONDAY – FRIDAY  
8:00 AM – 3:45 PM  
**(817) 548-3963**

**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](http://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	\$12.00
Under age 16	\$80.00	\$35.00	\$12.00

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	\$12.00
Under age 16	\$15.00	\$35.00	\$12.00

***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	\$12.00
Under age 16	\$140.00	\$35.00	\$12.00

<b>Passport Card</b>	<b>Passport Fee Due To</b>	<b>Execution Fee Due To</b>	<b>Photo Fee Due To</b>
	<b>US Department of State</b>	<b>Tarrant County Clerk</b>	<b>Tarrant County Clerk</b>
Age 16 and Over	\$90.00	\$35.00	\$12.00
Under age 16	\$75.00	\$35.00	\$12.00

**\*Acceptance hours and Passport requirements are mandated by Department of State.**