



Valerie Romo

District Clerk
Ward County
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Monahans, Texas 79756

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**FIRST TIME APPLICANTS
NEED TO BRING:**

1. APPLICATION (DS-11 FORM) FILLED OUT IN BLACK INK
2. CERTIFIED COPY OF BIRTH CERTIFICATE OR CERTIFICATE OF NATURALIZATION
3. CURRENT VALID PHOTO I.D.
4. CHECK OR MONEY ORDER MADE OUT TO:
US DEPARTMENT OF STATE (NO CASH, 1 PER APPLICATION)
5. PASSPORT PHOTO (CVS PHARMACY, WALGREENS, ECTOR CO. LIBRARY)

ROUTINE SERVICE (RECEIVED IN 4-6 WEEKS)

16 AND OLDER PASSPORT BOOK	\$130.00
15 AND UNDER PASSPORT BOOK	\$100.00
16 AND OLDER PASSPORT CARD	\$30.00
15 AND UNDER PASSPORT CARD	\$15.00

*****ADD \$60.00 TO YOUR MONEY ORDER AND RECEIVE YOUR PASSPORT
WITHIN 2-3 WEEKS*****

THINGS TO KNOW:

- BOTH PARENT'S SIGNATURES ARE REQUIRED FOR CHILDREN 15 & UNDER
 - ABSENT PARENT MUST:**
 - FILL OUT A STATEMENT OF CONSENT FORM (IN BLACK INK) IN FRONT OF A NOTARY
 - MAKE A COPY OF DL/ID FRONT AND BACK
- ALL APPLICANTS MUST BE PRESENT

DISTRICT CLERK OFFICE FEE PER APPLICATION (CASH OR CHECK ONLY)

1. EXECUTION OF APPLICATION	<u>\$35.00</u>
TOTAL DUE TO DISTRICT CLERK	\$35.00