

Melanie Reed
Ellis County District Clerk
109 S. Jackson, Waxahachie, TX 75165
(972) 825-5091 or Automated Info available 24 hrs (972) 825-5096
Passport Hours: Mon-Friday (excluding holidays) - 8 am - 3 pm

Passport Information

Items to bring / All applicants must appear in person - no exceptions .

- Proof of US Citizenship:** birth certificate/Passport issued under 20 years ago/Certificate of Citizenship. We have to send and original/certified copy AND a copy of that document. Short Form Birth Certificates must have the letter **I** after the date filed. You can make copies at the Law Library, across the hall from our office.
- Proof of Identity:** You must present your original identification (non-expired) - DL, ID Card, Military ID, Passport, etc. If you have an ID Card, we will need a secondary form of ID such as SS Card, Hand Carry License, etc. We must submit a copy of your ID - front and back on one side of a sheet of paper. You can make copies at the Law Library, across the hall from our office.
- Passport Photos:** Photos must meet the passport requirements - front view and 2"x2" in size. These can be purchased at CVS, Walgreens, FedEx, etc. No white shirts, camo shirts, police/military uniforms. We do not do photos at this location.
- Fees:** See chart below or visit travel.state.gov - Check or Money Order made out to "US Department of State".

This fee must be a Check or Money order made out to the US Department of State - this will be mailed with your application. **Each applicant will need their own Check or Money Order.**

Adult Services (16 years and older)	Standard Delivery (8-11 weeks)	Expedited Delivery (5-7 weeks)
Book Only	\$130	\$190
Card Only	\$30	\$90
Both Book and Card	\$160	\$220
Child Services (15 years and younger)	Standard Delivery (8-11 weeks)	Expedited Delivery (5-7 weeks)
Book Only	\$100	\$160
Card Only	\$15	\$75
Both Book and Card	\$115	\$175

- Express Mail is Optional 1-2 day return mail delivery additional \$18.32, include with passport fee.
- Execution Fee - (Cash or Credit Card) - \$35. This fee goes to the District Clerk's office for us to execute your passport.

Requirements for Children:

To submit an application for a child under the age of 16, both parents or the legal guardian(s) must appear and present the following: ***Evidence of the child's US Citizenship; Evidence of the child's relationship to parents/guardian(s); and Original parental/guardian government-issued ID and a photocopy of the front and back of presented ID.***

If only one parent appears, you must also submit one of the following: DS-3053 Statement of Consent (include the child's full name and DOB) consenting to the passport issuance for the child. This statement must be notarized and cannot be more than 3 months old and must be signed and notarized on the same day, and must come with a photocopy of the front and back side of the second parent's government-issued photo ID, OR, Parent's death certificate if second parent is deceased, OR Primary evidence of sole authority to apply, such as a court order, OR a written statement or DS-5525 (made under penalty of perjury) explaining in detail the second parent's unavailability.

Passport Renewals

Children 15 years and younger must renew in person and complete the DS-11 application. They are not eligible to complete the DS-82 renewal application.

Adults may submit the DS-82 application through the mail. If applying through the mail, there is no execution fee. Pay only the application fee. If you would like your application processed with an agent at our office, please complete the DS-11 application as your renewal. Please follow the above fee schedule. WE CANNOT ACCEPT THE DS-82 APPLICATION AT THIS OFFICE.

Passport Photo Suppliers

Walgreens - 1201 Ferris Ave, Waxahachie - 972-923-3366

CVS - 701 Ferris Ave, Waxahachie - 972-938-3120

Fed Ex - 1440 N. Hwy 77, Ste 11, Waxahachie - 972-937-7977

To check the status of an application - DO NOT CALL THIS OFFICE, as we do not have this information. Please visit travel.state.gov or call the National Passport Information center at 877-487-2778 (toll free).

Thank you for choosing the Ellis County District Clerk for your passport needs.