

Dallas County Recorder's Office

Chad C. Airhart

Recorder

Passport Preparation Checklist

- 1) We will need to have a certified copy of your birth record. Be sure this is a state or county record and not that of your hospital. It needs to contain the name/names of your parents if the person applying is a minor. If you were born in Dallas County, we may have your birth certificate here.
- 2) * Payment:
Passport Age 16 and over: \$110.00 - U.S. Dept. of State (these checks can be multiples)
Under age 16: \$80.00 - U.S. Dept. of State
Execution fee per passport: \$35.00 - Dallas County Recorder (these checks can be multiples)
If you need your passport within 6 weeks we will need to collect an additional \$60 per passport to the U.S. Dept. of State. We can also overnight with additional fees. Overnight fees are: \$24.70 there; \$15.89 back.
- 3) We will need to see your current driver's license or other form of legal ID issued by a U.S. Government agency which contains a photo and signature. If your child has a permit, please bring that as well.
- 5) Everyone who is receiving a passport needs to be present regardless of age.
- 6) Both parents need to be present if at all possible to prevent any delays for applicants who are 15 or younger. One parent needs to be present for applicants who are ages 16-17 years old. Please call in advance if only one parent can be present and we will mail you a form to complete.

** = Be prepared to complete two financial transactions for payment. One payable to the DC Recorder and one payable to the U.S. Dept. of State.*