



**COMAL COUNTY, TEXAS
PUBLIC INFORMATION OFFICE**

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District Clerk to extend hours for May 5 Passport Night FOR

IMMEDIATE RELEASE, APRIL 28, 2016:

NEW BRAUNFELS — The Comal County District Clerk’s Office will be open late on Thursday, May 5, for the processing of passport applications.

The office, which this year has processed more than 400 passports per month, will be open from 5-7 p.m., said District Clerk Heather Kellar.

“We know it can be difficult for families to get into the office before 5 p.m. to get their passports done, so we’re taking this step to provide a more convenient time as we head into travel season,” Kellar said.

No other public services will be offered during the extended hours.

The District Clerk’s Office has processed an increasing number of passport applications – 47 percent more of them on a monthly basis thus far in 2016 than in 2015.

All applicants for a passport, regardless of age, must appear in person. Applicants age 16 or 17 must be accompanied by a parent named on their birth certificate to apply. Applicants age 15 and under must be accompanied by both parents named on the birth certificate. Those applying for a passport must bring the following items:

- Certified birth certificate with state, city or county seal; previous U.S. passport; certificate of naturalization; or Consular Report of Birth Abroad (applicants age 15 and under with a previous passport must also present a certified birth certificate);
- A 2-by-2-inch photo with plain white background – clear, front view, full face, taken in normal street attire (no hats or dark glasses). There are photo studios that will take these photos to make sure they are acceptable;
- Valid driver’s license, military identification, or municipal, state or federal government identification;
- Certified proof of name change (if applicable); and

- The application and execution fees.

Two types of passport are available. The traditional book is good for all international travel; a cheaper card form allows its bearer to travel by land or sea to Canada, Mexico, the Caribbean and Bermuda.

Passport fees for those age 16 and up are \$30 per person for the card and \$110 per person for the book; for children 15 and under, the fee is \$15 and \$80, respectively. Each person also must pay a \$25 execution fee. Passport fees must be paid with check or money order made out to the U.S. Department of State (no cash), while the execution fee can be paid with cash, check, money order, MasterCard or Visa.

“We strive to provide quality customer service,” Kellar said. “Passport Night is a small way to continue doing that in the middle of a busy and stressful time for Comal County residents.”

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