

# Grayson County Passport Acceptance Facility

Location: 200 S. Crockett, Ste. 120A Sherman, TX 75090

Hours of Operation: 8:00 am – 4:30 pm

Monday through Friday ONLY

**The U.S. Department of State, Bureau of Consular affairs, has designated the Grayson County District Clerk's Office as an Agent for the purpose of accepting applications for passports and administering oaths.**

**The Grayson County District Clerk's office offers passport photo services along with passport processing!**

## Acceptance Hours

Monday – Friday

8:00 am – 4:30 pm

**No need to wait for an appointment. We take walk-ins!**

## Requirements

- Valid photo I.D. for anyone 16 years and older
- Proof of Citizenship
  - Certified Birth Certificate
  - Naturalization Certificate
  - Report of Birth Abroad
  - Previously issued fully valid U.S. Passport
- Two Passport Photos
- Two Separate Payments for the Fees

## Passport Fees:

TWO Separate Fees:

- 1) Payable to **Grayson County District Clerk** (cash, credit card, check or money order)
  - a. Application Fee \$25.00
  - b. Photos \$10.83
- 2) Payable to **U.S. Department of State** ([Click here for fees](#))

\*NOTICE – Original or certified documents i.e., birth certificates, court orders, will have to be submitted along with the application to the U.S. Department of State. All documents will be returned by mail to the applicant. If you would like copies of documentation please make them before coming to our facility.

The [U.S. State Department's website](#), contains helpful information on which type of passport to acquire and [forms](#) to download.

You can contact the Grayson County Passport Acceptance Office by telephone at (903)813-4358 or (903)813-4306 Monday through Friday between 8:00 am and 5:00 pm. Or by email at [lbrown@co.grayson.tx.us](mailto:lbrown@co.grayson.tx.us) or [brinkleys@co.grayson.tx.us](mailto:brinkleys@co.grayson.tx.us)

