

Grayson County District Clerk Passport Acceptance Facility

Location: Grayson County Justice Center
District Clerk's Office
200 S. Crockett, Ste. 120A Sherman, TX 75090
Hours of Operation: 8:00 am – 4:00 pm
Monday through Friday ONLY

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

****NOTICE: Due to the unusually large volume of passport customers waiting for applications to be processed, it is necessary to stop accepting applications at 3:30 pm. As a result, we recommend arriving as early as possible to avoid delays.**

Acceptance Hours

Monday – Friday

8:00 am – 4:00 pm

No appointment necessary. Please allow 10-20 minutes for the application process. All applicants need to arrive by 3:30 pm to allow time for processing.

Processing Times

- Routine Service –
 - approximately 10-12 weeks from the time of application
- Expedited Service –
 - approximately 4-6 weeks from the time of application

Requirements

- Valid photo I.D. for anyone 16 years and older
- Proof of Citizenship
 - Certified Long-Form Birth Certificate
 - Naturalization Certificate
 - Report of Birth Abroad
 - Previously issued fully valid U.S. Passport
- One Passport Photo
 - Photo should be 2"x2" with the head centered and sized between 1" and 1.4"
 - Background is uniform, plain and white or off-white, and free of shadows
 - Photo is clear and in color, reproduces skin tones accurately, and is properly exposed with no shadows
 - Neutral expression is preferred; a natural smile is acceptable
- All Applicants must be present (including children)
- Two Separate Payments for the Fees (see below)

Passport Fees:

- Passport Application Fee - based on age of applicant and the type of processing requested (routine vs. expedite). [Calculate your passport application fee.](#)
- District Clerk Processing Fee - the District Clerk's office charges a \$35 processing fee for each application and \$10(+ tax) for each photo.
- Please visit [United States Passport Fees](#) for detailed information regarding current fees.

REQUIRED FORMS OF PAYMENT

(TWO Separate Fees - Do NOT combine payments)

- **Passport Application Fee**- you must have one of the following forms of payment for each passport application.
 - Acceptable forms of payment: personal check, business check, money order or cashier's check payable to the **U.S. Department of State**
 - Cash or credit/debit cards are **NOT** acceptable forms of payment for your Passport Application Fee.
- 1) **District Clerk Processing Fee** – any form of payment (cash, check, credit/debit) payable to **Grayson County District Clerk**

The U.S. State Department's website, www.travel.state.gov, contains helpful information on which type of passport to acquire and forms to download.

You can contact the Grayson County District Clerk's Passport Acceptance Office by telephone at (903)813-4200 ext 2107 Monday through Friday between 8:00 am and 5:00 pm. or by email at dcpassport@co.grayson.tx.us

***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.**