

**To prepare for your upcoming Passport appointment, make sure you have all documents ready for your appointment.**

If you are missing documents or payments, you may be asked to reschedule your appointment to a later time/date. Arrive early to fill out your application or print a copy from online at: [travel.state.gov](http://travel.state.gov).

Confirm you meet the requirements: Our office only processes first time adult passports and first time and renewals passports for children under 16. Adult renewals are completed through the mail or online at <https://travel.state.gov/content/travel/en/passports.html>

**REQUIREMENTS FOR U.S. PASSPORT**

- Evidence of U.S. citizenship
  - o U.S. Passport Book or Card, Naturalization Certificate, Certificate of Citizenship, Certified Birth Certificate-long form preferred, Consular Report of Birth Abroad (photocopies not accepted)

- o Birth certificates must have a raised, embossed, or multi-colored seal from the city, county, or state of birth, have both parents listed and must have a file date showing that it was filed within one year of the birth. Proof of citizenship must accompany the application sent to the Department of State; however, it will be returned to you after processing.

NOTE: Texas long form birth certificates must list hospital in which applicant was born while Texas abstract birth certificate will need to display a capital letter (I) by the file date. California birth certificates must be long form only with hospital listed.

(HOSPITAL BIRTH CERTIFICATES ARE NOT ACCEPTABLE FORMS OF CITIZENSHIP)

- Valid government issued identification with photocopy (front and back)
  - o driver license, state issued I.D., military I.D., passport reflecting current appearance or naturalization certificate
- One passport photo (PHOTOS ARE AVAILABLE AT THE TARRANT COUNTY CLERK PASSPORT OFFICE)
- Applicant's Social Security Number
  - Applicants 16 and 17 years of age must appear in person with one parent. Applicants 15 years of age and under must appear in person with both parents who are named on the birth certificate. The birth certificate must be submitted to establish parent/child relationship, with or without a previous passport for children 15 years of age and under.

- Checks or Money orders. For more information on fees, please see:  
<https://www.tarrantcountytexas.gov/content/dam/main/county-clerk/PassportInformationSheetJan2025.pdf>

For more information regarding requirements for U.S. Passport please refer to the Department of State's website <https://travel.state.gov/content/travel.html>

**To cancel or edit your appointment, please go to the follow site and enter your appointment number: <https://nqa3.nemoqappointment.com/Booking/Booking/Index/tc45hyd76>**

(To find your appointment number, search your email for emails from [noreply@nemoq-appointments.com](mailto:noreply@nemoq-appointments.com))

### **Locations:**

#### **Dionne Phillips Bagsby Southwest Sub courthouse**

6551 Granbury Road, Suite 210

Fort Worth, Texas 76133

Phone: 817-248-6210

#### **Northwest Sub courthouse**

6713 Telephone Road, Suite 205

Lake Worth, Texas 76135

Phone: 817-238-4457

#### **Southlake Sub courthouse**

1400 Main, Suite 340

Southlake, Texas 76092

Phone: 682-732-3645

#### **Downtown Fort Worth**

200 Taylor St, 3rd Floor

Fort Worth, Texas 76196

Phone: 817-248-6298

**Southeast Sub courthouse Arlington**

700 E. Abram St, Suite 204

Arlington, Texas 76010

Phone: 817-548-3963

**Northeast Sub courthouse**

645 Grapevine Hwy, Suite 210

Hurst, Texas 76054

Phone: 817-248-6080