

# Passport Services Office



# Location & Time

Thornton International House

344 West Woods Street – San Marcos

Two Reserved Passport Services Parking Spots available

9:00 a.m. – 3:00 p.m. (last appointment seen at 2:30 p.m.)

## Opening March 3<sup>rd</sup>

- Students
- Faculty/Staff
- Community

# Process new, lost or stolen, or minor U.S. passport applications

- Complete application (DS-11 form) online
- Proof of U.S. Citizenship
- Proof of Identification
- Photo – can be done in the Passport Services Office
- Payments
  - Application Fee paid to Dept. of State via check or money order
  - Execution Fee/Acceptance Fee paid to Texas State University via credit card
- Processing Time according to Dept. of State website:
  - Routine: 4-6 weeks
  - Expedited: 2-3 weeks

# Renewal of Active U.S. passport

- No appointment needed
- Simply mail DS-82 and the supporting materials via the U.S. Postal Service
- Can determine if you are a renewal via Dept. of State website

# Thank you!

Please talk about us around your community!



**Manon Bowen**

**Director of Education Abroad and Passport  
Services**

[m\\_l308@txstate.edu](mailto:m_l308@txstate.edu)

