



An Agency for a Lifetime.

U.S. Passport Information Sheet

REQUIRED DOCUMENTS

First Time Applicants*

- Two 2" x 2" passport photos
- Form DS-11 (do not sign until you turn in your sheet at the passport office)
- Proof of US Citizenship (US Birth Certificate or Certificate of Naturalization)
- Current, valid ID (State Driver License or ID Card)

* Children 14 yrs. old and under must to go in person with both parents. If one parent is unable to go, the consent form must be completed, signed and notarized.

Renewal Applicants (if qualifications are met, you can mail-in)

- Two 2" x 2" passport photos
- Form DS-82
- Previous passport

LOCATIONS

Downtown Passport Agency

*only for those traveling within 14 days,
requiring an expedite passport*

1919 Smith St. Suite 1400, Houston, TX 77002

Tel: 1-877-487-2778

Mon - Fri 8:30am - 3:30pm

By Appointment Only

Directions from King Solomon Multi-Services Agency

Turn LEFT onto Bellaire Blvd., towards Cook Rd.

Pass up Beltway 8

Turn LEFT onto 59 North

Exit and stay STRAIGHT on Louisiana

Turn LEFT onto Joseph Parkway

Turn LEFT onto Smith Street

Estimated Time: 28 minutes

Two Locations Closest to

King Solomon Multi-Services Agency:

Beechnut Post Office

11703 Beechnut St, Houston, TX 77072

Tel: 281-498-4835

Mon - Fri 9:30am - 1:15pm

Directions from King Solomon Multi-Services Agency

Turn LEFT onto Bellaire Blvd. towards S. Kirkwood Rd.

Turn RIGHT on S. Kirkwood Rd.

Turn LEFT on Beechnut St.

The Post Office will be on your RIGHT before Boone Rd.

Estimated Time: 5 minutes

Fleetwood Station Passport Office

315 Addicks-Howell Rd, Houston, TX 77079

(in the Post Office on the feeder of I-10 before Eldridge)

Tel: 281-679-6628

Mon - Fri 9am - 2pm; Sat 9am - 12noon

First come, first serve! Come *early*.

Directions from King Solomon Multi-Services Agency

Turn RIGHT onto Bellaire Blvd. towards Dairy Ashford Rd.

Turn RIGHT onto Highway 6 North

Turn RIGHT onto I-10, stay on the feeder

The Post Office will be on your RIGHT before Eldridge

Estimated Time: 15 minutes

FEES AND HOW LONG IT TAKES

First Time Applicants (8-10 weeks)

16 yrs. old & older - \$100

15 yrs. old & younger - \$85

Renewal Applicants (6-8 weeks)

all ages - \$75

Expedite (4-5 weeks)

add \$60 to regular fee above

You must make an appointment with the

Downtown Passport Agency by calling 1-877-487-2778

and bring your flight itinerary to your appointment.

If you need your passport **within 72 hours** you must make

your appointment before 11:00am

so that you can pick it up on the same day at 2:30pm.

Despite our best effort,
changes and mistakes
may have occurred
that we can not be liable for.

REV 05/2008



For more information or to know the status of your application,
call **1-877-487-2778** or go to www.travel.state.gov.

INSURANCE - PASSPORT PHOTOS - INSTANT ID - NOTARY - AND MORE! CALL US (281) 495-8855!