

For the Record...

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www.sanantonio.gov/clerk
210-207-7253



Passport Day in the USA Saturday, March 10, 2012

10:00 a.m. - 3:00 p.m.

Municipal Archives and Records Facility
719 S. Santa Rosa

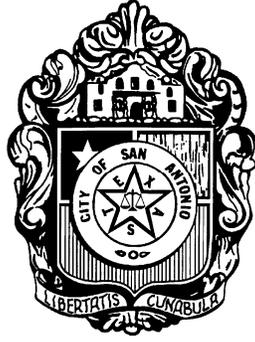
The Office of the City Clerk will participate in Passport Day in the USA at their Municipal Archives and Records Facility, located at 719 S. Santa Rosa. The Office of Vital Records will also be open to assist residents of San Antonio who need to obtain a long form birth certificate. Individuals who are interested in submitting an application or needing a passport photo are asked to call 207-4214 for additional information. Persons unable to attend Passport Day can apply during regular business hours, Monday through Friday from 8:00 a.m.-4:00 p.m. For more information on passports, fees and application requirements, please visit:

www.sanantonio.gov/clerk/passports/passports.aspx

Passport Acceptance Facility (PAF)

The City Council approved an ordinance that provides for the Office of the City Clerk to be designated as a U. S. Department of State Passport Acceptance Facility (PAF). Staff began accepting applications and taking passport photos on May 24, 2010.

The Office of the City Clerk is the only municipality in Bexar County designated as a PAF. Residents have two convenient locations available to apply for their passports, the Office of the City Clerk located on the 2nd floor of City Hall at 100 Military Plaza, and the Municipal Archives and Records Facility located at 719 S. Santa Rosa. Hours of operation are Monday through Friday from 8:00 a.m. to 4:00 p.m. at both locations. The Municipal Archives and Records Facility is ADA accessible, and offers free parking.



Designated Passport Acceptance Facilities

Office of the City Clerk
100 Military Plaza, 2nd floor
San Antonio, Texas 78205
Phone: 210-207-7253

Municipal Archives & Records Facility
719 S. Santa Rosa
San Antonio, Texas 78204
Phone: 210-207-4214

Passport Office Hours - 8:00 a.m.-4:00 p.m.

	City of San Antonio	U.S. Department of State
Passport Book		
Fee Types	Execution Fee	Passport Fee
Minors (under age 16)	\$25.00	\$80.00
Adults (over age 16)	\$25.00	\$110.00
Passport Card		
Fee Types	Execution Fee	Passport Fee
Minors (under age 16)	\$25.00	\$15.00
Adults (over age 16)	\$25.00	\$30.00
Passport Book and Passport Card		
Fee Types	Execution Fee	Passport Fee
Minors (under age 16)	\$25.00	\$95.00
Adults (over age 16)	\$25.00	\$140.00
Passport Photo	\$16.22	
Optional Fees		
Expedited Fee		\$60.00
Overnight delivery fee	\$25.15	
Overnight return fee		\$12.72

Fees to the U.S. Dept. of State are payable by check or money order. Fees to the City of San Antonio are payable by cash, check, or money order.

REQUIRED DOCUMENTS: Passport Application; Proof of US Citizenship; Identification; and one (1) Passport Photo.