

NOTICE: Beginning May 18, 2020 the Fort Bend County District Clerk's Richmond and Sienna Passport Offices will reopen to the public and begin accepting passport applications. In order to adhere to social distancing guidelines and manage the flow of customers coming in and out of our office, we will only be accepting passport applications by appointments only. It is imperative to have all the required documentation when appearing for an appointment. Unfortunately, we will not be able to hold appointment spots while the needed documents are attained. The applicant will have to reschedule.

Passport Operations in Response to COVID 19 : The U.S. Department of State is only allowing our office to accept Routine Passport Service Applications. If you apply or renew now, you will experience **significant delays of several months** to receive your U.S. passport and the return of your citizenship evidence documents (such as birth certificates or naturalization certificates).

To make an appointment at a passport agency or center for a life-or-death emergency, you must call the National Passport Information Center at [1-877-487-2778](tel:1-877-487-2778) ([1-888-874-7793](tel:1-888-874-7793) TDD/TTY) on Monday- Friday, 8:00 am to 5:00 pm Eastern Time, except federal holidays. Call [202-647-4000](tel:202-647-4000) outside of these hours to make an appointment.

Please call **(281) 633-7630** to schedule a passport appointment with our office.

NOTICE: Effective April 1, 2020 the fee for Passport Photos has increased from \$10.00 to \$15.00.

Please Note: A convenience fee will apply when paying by debit/credit card.

Please remember:*All applicants must appear in person (including minors). Minors under the age of 16 must appear with both parents. If one parent is not available, a DS-3053 form or a notarized authorization from the absent parent and a copy of his/her identification (front and back) is required.

The District Clerk Passport Acceptance Facility is provided for the convenience of our citizens. We are not required by law to provide this service. Therefore, we reserve both the right to refuse service and to close early due to a high volume of applicants.

Please call 281-238-1959 to obtain updates or changes to the passport hours or call 281-633-7630 to make an appointment. Note: Appointments will exclude holidays and emergency office closures.

Thank you for your cooperation and understanding.

Sincerely,

Beverley McGrew Walker



United States citizens planning international travel may apply for their passports Monday through Friday. For application forms, information on documentation required, fees, and a Department of State Wealth of other passport and international travel information, visit the **ONLY** official website for passport

information - <http://travel.state.gov>.

Download / Print

- [Passport Application and Forms \[PDF\]](#)
- [Passport Brochure and Fees \[PDF\]](#)
- [Passport Check List \[PDF\]](#)

<p>Richmond Office Application Hours</p> <p>Monday - Friday</p> <p><u>Walk-In:</u> Temporarily Suspended</p> <p><u>Appointments:</u> 8:15 AM - 4:00 PM</p>	<p>Richmond Office Address</p> <p>Fort Bend County Justice Center 1422 Eugene Heimann Cir Room 31050 Richmond, Texas 77469</p>
<p>Sienna Annex Office Application Hours</p> <p>Wednesday & Thursday</p> <p>8:00 AM - 12:00 PM 1:00 PM - 4:00 PM</p> <p>By Appointments Only</p>	<p>Sienna Annex Office Address</p> <p>Fort Bend County Sienna Annex Branch 5855 Sienna Springs Way Suite 146 Missouri City, Texas 77459</p>
<p>Telephone</p> <p>281-341-4517</p>	<p>Additional Telephone Numbers</p> <p>281-633-7641 or 281-633-7639</p>