

**AGENDA PLACEMENT FORM**

(Submission Deadline – Monday, 5:00 PM before Regular Court Meetings)

**Date:** 4/30/2024

**Meeting Date:** 5/13/2024

**Submitted By:** April Long

**Department:** County Clerk

**Signature of Elected Official/Department Head:**

April Long

<b>Court Decision:</b> <small>This section to be completed by County Judge's Office</small>

<p><b>May 28, 2024</b></p>

**Description:**

Discuss and take potential action on the County Clerk's Office hosting a Passport Fair on a Saturday, exact date to be determined, at the Burleson Sub-Courthouse.

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(May attach additional sheets if necessary)

**Person to Present:** April Long

(Presenter must be present for the item unless the item is on the Consent Agenda)

**Supporting Documentation:** (check one)     PUBLIC     CONFIDENTIAL  
(PUBLIC documentation may be made available to the public prior to the Meeting)

**Estimated Length of Presentation:** 10 minutes

**Session Requested:** (check one)  
 Action Item     Consent     Workshop     Executive     Other \_\_\_\_\_

**Check All Departments That Have Been Notified:**  
 County Attorney     IT     Purchasing     Auditor  
 Personnel     Public Works     Facilities Management

Other Department/Official (list) Sheriff's Office

**Please List All External Persons Who Need a Copy of Signed Documents  
In Your Submission Email**

# Passport

# Fair

**SATURDAY, APRIL 6, 2024**  
**9 A.M. - 2 P.M.**

**APPOINTMENTS REQUIRED**  
**Call 817-202-2968, Option 1 to Schedule**

## WHAT YOU WILL NEED:

- A DS-11 Application, filled out completely in black ink;
- Certified U.S. Birth Certificate (Long Form Recommended);
- Valid, Government-Issued DL or Photo ID;
- Payment for the U.S. Department of State (Check/Money Order);
- Payment for the County Clerk's Office (Cash or Card).

*\*\*Additional requirements for applicants 16 years old and younger.*



Scan the QR Code  
for  
Information & Forms

**PASSPORT PHOTOS AVAILABLE ON-SITE (\$15\*)**

**BIRTH CERTIFICATES AVAILABLE ON-SITE (\$23\*)**

*Abstracts (Short-Forms) can only be provided to those born outside of Johnson County.  
Specially coded Short-Forms may be acceptable for Passports but will be accepted at the discretion of the  
U.S. Department of State.*

**\*5% processing fee if paying by credit card.**



Hosted By

**April Long**

County Clerk  
Johnson County, Texas

at the

**Burleson Sub-Courthouse**  
**247 Elk Dr.**  
**Burleson, TX 76028**