

PASSPORT GUIDE SHEET

Updated 7/5/16

Passport Checklist:

- **Completed UNSIGNED application form.** An application form is needed for each applicant.
- **Photocopy of drivers license or state identification card (FRONT AND BACK copied side by side on the same sheet).** Bring the same identification card(s) with you. (*FOR MINOR CHILDREN, BOTH PARENTS MUST BE PRESENT WITH IDENTIFICATION*). **Our office can make this copy of your identification card(s).**
- **ONE PASSPORT PHOTO** taken within the last 6 months (see photo requirements on the application)
- **Certified copy of applicant's birth certificate**
- **US Dept. of State Payment.** Must be check or money order.
IMPORTANT: Separate payments are needed for each applicant
- **County Clerk's Payment:** Cash, check or money order. If you are applying for more than one passport, this fee can be combined into one payment to our office.

APPLICATIONS CANNOT BE ACCEPTED WITHOUT ALL NECESSARY DOCUMENTATION AND FEES

PASSPORT BOOK/CARD FEES

PASSPORT BOOKS:

Adults (16 and over)

\$110.00 – Payable to US DEPT. OF STATE

\$25.00 – Payable to WAUPACA COUNTY CLERK

Minors (Under 16)

\$80.00 – Payable to US DEPT. OF STATE

\$25.00 – Payable to WAUPACA COUNTY CLERK

PASSPORT CARDS:

Adults (16 and over)

\$30.00 – Payable to US DEPT. OF STATE

\$25.00 – Payable to WAUPACA COUNTY CLERK

Minors (Under 16)

\$15.00 – Payable to US DEPT. OF STATE

\$25.00 – Payable to WAUPACA COUNTY CLERK

*****STANDARD PROCESSING TIME IS 6 WEEKS*****

*****Special Requirements for Children (15 & Younger)*****

NOTE: All parties applying for passports must be present!

BOTH parents/guardians must be present, with the minor, with identification

IF YOU ARE TRAVELING IS LESS THAN 4 WEEKS

You will need to expedite your application. Please read the necessary steps below.

(Processing time is 2-3 weeks from the date received by the passport agency.)

- Obtain from the post office:
 - One (1) overnight mail envelope (per application)
 - One (1) overnight label (per application)
 - One (1) set of stamps for "current postal rate" (per application)

PASSPORT BOOK:

- **Add additional monies (depending on current postal rates) payable to US Dept. of State for expedite fee and return postage**
 - Age 16 & older: \$190.66 total due to **US Dept. of State**
 - 15 & younger: \$160.66 total due to **US Dept. of State**

PASSPORT CARD:

- **Add additional \$60.00 payable to US Dept. of State for expedite fee.**
 - Age 16 & older: \$90.00 total due to **US Dept. of State**
 - 15 & younger: \$75.00 total due to **US Dept. of State**