

PASSPORT GUIDE SHEET

UPDATED 07/19/2017

WEBSITE: www.travel.state.gov PHONE: 1-877-487-2778

PASSPORT CHECKLIST: WHAT YOU NEED TO BRING WITH YOU:

	Completed Application form in BLACK INK for each applicant. DO NOT SIGN.
	Passport photo taken within last 6 months (see info on application directions) Walgreens will take picture and cut to size. Photo must be stapled as directed on application.
	Certified Copy of Applicants Birth Certificate (must have both parents full names) NOTE: Certified copies of <u>WISCONSIN</u> birth certificates from 10/1/1907 to present can be obtain from <u>ANY</u> Register of Deeds office in the State of Wisconsin.
	Photocopy of your driver's license front & back copied side by side on same sheet (Our office can make copy)
	MINOR CHILDREN: *SPECIAL REQUIREMENTS FOR CHILDREN 15 & YOUNGER, ALL PARTIES APPLYING FOR PASSPORTS MUST BE PRESENT! BOTH PARENTS/GUARDIANS MUST BE PRESENT, WITH IDENTIFICATION AND THE MINORS WHO ARE GETTING A PASSPORT.
	<u>PAYMENTS MUST BE CHECK OR MONEY ORDER TO: US DEPT OF STATE</u> IMPORTANT: Separate payments are needed for each applicant
	Passport Counter fee for each application, Cash, Check or Money Order (payable to Waupaca County Clerk) If applying for more than one passport, this fee can be combined into one payment to our office.
	STANDARD PROCESSING TIME IS 6 TO 8 WEEKS QUESTIONS? CALL 715-258-6203

APPLICATIONS CANNOT BE ACCEPTED WITHOUT ALL NECESSARY DOCUMENTATION AND 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**

EXPEDITE IF YOU ARE TRAVELING IN 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.)

You can purchase from us one set of stamps for Priority Mail Express (overnight mail) 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: \$185.45 total due to **US Dept. of State**
- 15 & younger: \$155.45 total due to **US Dept. of State**

PASSPORT CARD:

Add additional \$60.00 payable to US Dept. of State for expedite fee and return postage.

- Age 16 & older: \$90.00 total due to **US Dept. of State**
- 15 & younger: \$75.00 total due to **US Dept. of State**