

ROUTINE PASSPORT CHECKLIST

To Receive Your Passport Within 10-12 Weeks:

Use **black ink only** (If you make an error, just put one line through, initial, and bring all the following with you when you come to apply.)

- Personally appear** with completed **DS-11 application form**. (*Do not sign*)
Regardless of age, all applicants and parents, if required, must be present when applying.
- Certified copy of your birth certificate** with the raised seal and both parents first and last names listed. (If born in Wisconsin, you can get Birth Certificates at the Register of Deeds office)
Or, your previous passport.
Or, Naturalization/Citizenship Certificate (Original, no copies accepted)
Or, Report of Birth Abroad (Original, no copies accepted)
Note: Under 16 yrs old, needs both birth certificate and previous passport, if has a passport.
(The above items will be sent in with your passport application. You will receive these back in the mail typically within 10 days after receiving your passport.)
- Driver's License** (For applicant and/or parents*)
(Secondary Identification needed, if driver's license states not for federal purpose, in the upper right corner)
Or, State Identification Card
- One passport photo** taken within the last 6 months with a light/white background. (See head size requirements on the application form)
(*Clerk of Courts photo service not available at this time*)
- *Minors under age of 16** must be present with both parents or legal guardians, signatures are required.
- *Minors 16 and 17 years old** must be present with at least one parent, signature is required.

FEES

- U.S. Dept Fees:** (See fee chart below)
One Check (no starter checks) or *money order* "per application"
Payable to: "US Department of State".

PASSPORT BOOK (good worldwide) <u>AIR</u>	PASSPORT CARD (land/sea) <u>NOT AIR</u>
\$110 if you are 16 or older	\$30 if you are 16 or older
\$80 if you are 15 or younger	\$15 if you are 15 or younger

- Separate Clerk of Court Fees: \$35** (Processing fee per application.)
Cash, credit card or debit card (MasterCard or Visa only), or another check or money order
Payable to: "Portage County Clerk of Courts"

Hours: Mondays or first business day of the week – By Appointment Only (715-346-1364, press #)
Tuesday or remaining business days thru Friday -- 7:30 am – 4:00 pm – No appointment needed.

This checklist only gives brief information regarding standard requirements for applying. Other requirements may be required based on individual situations.