

# PASSPORT APPLICATION INFORMATION

## For Passport Book OR Passport Card

### WHAT DO YOU NEED FOR EITHER BOOK OR CARD?

All applications **MUST** be submitted in person. All children **MUST** be accompanied by parents. Any questions regarding this matter may be answered by calling the County Clerk's office or going to the Passport website at <http://travel.state.gov/>

**Evidence of Identity** – one of the following:

Driver's License OR State I.D.

**Evidence of Citizenship** – one of the following:

Certified Birth Certificate (*printed on colored security paper*)

**NOTE:** As of April 1, 2011 the U.S. Department of State will require the **FULL** names of the applicant's parent(s) to be listed on **ALL** certified birth certificates as primary proof of citizenship.

Naturalization Papers

(Sent with Application – Returned with Passport)

**Photos** One 2"X 2" Passport photo

Available in the County Clerk's Office – Fee **\$10.00**

### Passport Book:

**Fees** 1 Check to U.S. Dept. of State for **\$110.00\***  
(Separate Checks for Each Application)

1 Check or Cash to County Clerk for **\$25.00** per passport –  
(Can be One Check for all Applicants, including photos)

\*For under 16 year of age – fee is **\$80.00** for U.S. Dept. of State

### **Timing**

Allowing at least *4-6 weeks* for processing

### **Expedited Passport Book**

Allow *at least 2-3 weeks* for processing WITH an *additional* fee of **\$60.00** per passport added to amount for U.S. Dept. of State

*OPTIONAL:* An additional **\$12.72** for postage if expediting *from* passport agency (Must be included with check to U.S. Dept. of State fee) Must also pay **\$18.30** for postage if expediting *to* passport agency (Can include in check or with cash to County Clerk)

### Passport Card:

**NOTE:** The U.S. Passport Card may **ONLY** be used for re-entry into the United States at **land borders**. Passport cards may **NOT** be used for air travel

**Fees** 1 Check to U.S. Dept. of State for **\$30.00\***  
(Separate Checks for Each Application)

1 Check or Cash to County Clerk for **\$25.00** per passport –  
(Can be One Check for all Applicants, including photos)

\*For under 16 year of age – fee is **\$15.00** for U.S. Dept. of State

### **Timing**

Allowing at least *4-6 weeks* for processing

Passport cards may **NOT** be expedited

**APPLICANT MUST sign in County Clerk's office in front of passport acceptance agent**

Passport Books and Cards are valid for 10 years if you are 16 years or older -  
5 years if you are under 16 years of age

**Location:** Administration Building  
1<sup>st</sup> Floor – Room 129  
508 New York Avenue  
Sheboygan, WI 53081  
920/459-3003

**Office Hours:** 8:00 AM to 4:30 PM – Monday through Friday  
Open through lunch hour – No Appointment Needed