

## Passport Application Requirements – To be used with DS-11 Form

You will need the following items to submit with your passport application to the Marshall County Auditor & Recorder's Office:

- 1) **Evidence of Citizenship:** One of the following documents must be submitted with the Application and will be returned with the new passport book or passport card.
  - A) Certified Birth Certificate.
  - B) Naturalization Certificate.
  - C) Expired Passport \*\*

**\*\*If a child is under 16 and is "renewing", they MUST provide their Expired Passport & Certified Birth Certificate.**

**\*\*\*If a child is 16 or 17 and renewing, they may use their expired passport as proof of citizenship in place of a Certified Birth Certificate and must have parental awareness OR a notarized letter from one of the parents listed on the birth certificate.**

The US Passport Card is intended to facilitate entry to U.S. land and sea ports when arriving from Canada, Mexico, the Caribbean and Bermuda. **The card may NOT be used to travel by air.** It otherwise carries the rights and privileges of a traditional passport, now referred to as a passport book.

- 2) **Social Security Number:** Each applicant must have a social security number printed on the application.
- 3) **Personal Identification:** A valid driver's license (not driver's permit) or ID is needed. An expired ID is not acceptable. Anyone **between 16 & 17** must have a parent along with the parent's ID for parental consent and signature. Both parents' signatures are required for children **under 16** and they must appear in person with the child in our office.
- 4) **One (1) Passport Photo:** (2" x 2") in color, taken in the past six months with white or off-white background. (No Glasses Allowed Starting November 1, 2016.) Marshall County Auditor & Recorder's Office offers these pictures for \$10.00 each. **(WE RECOMMEND THAT YOU DO NOT WEAR WHITE OR GRAY CLOTHING SINCE IT DOESN'T PHOTOGRAPH WELL.)**
- 5) **Payment:** Each passport should be paid in two payments:
- 6) **Cash, check, credit card or money order to Marshall County Recorder for \$35.00.**
- 7) **CHECK or MONEY ORDER only accepted for payment to US DEPT. OF STATE:**

Pricing for Routine Service: Prices are subject to change per the US Dept of State	Payable US Dept. of State	Payable Marshall County Recorder	Total Costs	Valid
Passport Book (Age 16 & Older)	\$130	\$35	\$165	10 Years
Passport Book (Under Age 16)	\$100	\$35	\$135	5 Years
Passport Card (Age 16 & Older)	\$30	\$35	\$65	10 Years
Passport Card (Under Age 16)	\$15	\$35	\$50	5 Years
Passport Bk & Cd (Age 16 & Older)	\$160	\$35	\$195	10 Years
Passport Bk & Cd (Under Age 16)	\$115	\$35	\$150	5 Years

Routine Service: 4-6 weeks

Expedited Service: 2-3 weeks Additional Charge of \$81.36 each (Increase as of June 28, 2024)

(\$60.00 Expedite + \$21.36 Delivery = \$81.36 + \$130.00 Passport Book), for a total of \$211.36

(\$60.00 Expedite + \$21.36 Delivery = \$81.36 + \$100.00 Minor Passport Book), for a total of \$181.36

(\$60.00 Expedite = **ONLY** for Passport CARD)

- 8) **Completed Application:** Be sure to use **BLACK** ink. **DO NOT USE WHITE OUT.** Please do not sign until requested to do so. The signature must be witnessed by the staff member who processes the form.

**ALSO: All applicants must appear in person.** Children under 16 **MUST APPEAR** with both parents.

\*Applications are available online and in the Marshall County Auditor & Recorder's Office. **To access the forms online, visit [www.travel.state.gov](http://www.travel.state.gov)**

**Enrollment Program (STEP) [www.step.state.gov](http://www.step.state.gov)** -- This is a free service

provided by the U.S Government to U.S. citizens who are traveling to, or living in, a foreign country.

STEP allows you to enter information about your upcoming trip abroad so that the Department of State can better assist you in an emergency. (Ex. Lost or Stolen Passport) STEP can give Travel Warnings & Travel Alerts where appropriate & even more!

If you have any questions, please call – 641-754-6355 and Press 4 for Passports

**Passport Hours – 8:30 a.m. – 3:30 p.m. We do NOT accept Passport Applications after 3:30 p.m.**

**\*\*ALL PASSPORT APPLICATIONS MUST BE FILLED OUT BEFORE 3:30 P.M.\*\***