



Recorder's office hours:  
Monday—Friday, 8 am—4:30 pm

## **Applying for Passport**

1. When completing the application, be sure to use **black ink** or a typewriter. A fillable form is also available online at [travel.state.gov](https://travel.state.gov)
2. You will need to provide evidence of citizenship in original form; this must accompany your application, but will be returned by the Passport Agency upon completion of your application review.  
— This is a document provided by the State of Birth, not from a hospital; a photocopy will not be accepted.
3. You will also need to provide one passport photo.  
— Photo may be taken at the Dickinson County Treasurer's Office—Driver's License Station (\$10) or by other local photographers. Requirements: <https://travel.state.gov/content/passports/en/passports/photos/photos.html>
4. **DO NOT SIGN THE FORM.** You will sign this in front of a Passport Agent at the Recorder's Office and present a picture ID which will be copied to accompany your application.

**NOTE:** With a Passport BOOK you CAN fly to your destination, with a Passport CARD you CAN NOT

## **Standard Fees**

Passports for Adults [anyone 16 years or older]

Valid for 10 years

\*\* 16 - 17 year olds who can present their own ID may apply by themselves, however we strongly recommend that at least one parent accompany them to show parental awareness. \*\*

Check/Money Order payable to:

☒ US Department of State

\*\*See reverse for application fees

Cash/Check payable to:

☒ Dickinson County Recorder

\$35 acceptance fee

Passports for Children [anyone 15 years or younger]

Valid for 5 years

\*\* If both parents cannot be present, please visit [travel.state.gov](https://travel.state.gov) for direction \*\*

Check/Money Order payable to:

☒ US Department of State

\*\*See reverse for application fees

Cash/Check payable to:

☒ Dickinson County Recorder

\$35 acceptance fee

## **[Optional] Expediting Fees** [in addition to Standard Fees]

\*\* Passport Cards cannot be delivered to customers via Overnight Return Delivery Service \*\*

Check/Money Order payable to:

☒ US Department of State

\*\*See reverse for fees

Cash/Check payable to:

☒ Postmaster

\$26.95 to Express Mail application [optional]



# UNITED STATES PASSPORT FEES

**Payment Instructions:** \*The application fee is paid directly to the Department of State. \*\*The Execution/Acceptance fee is paid directly to the acceptance facility. Two separate payments are required. (Effective 1/10/2022)

## ADULT APPLICANTS (16 Years and Older)

What are you applying for?	Use Form	Application Fee *Paid to the U.S. Department of State	Execution Fee (Acceptance Fee) **Paid to the Acceptance Facility
First-time Adult Passport Book	DS-11	\$130	\$35
First-time Adult Passport Card Not valid for international air travel. Valid only for travel by land and by sea to Canada, Mexico, Bermuda, and the Caribbean.	DS-11	\$30	\$35
First-time Adult Passport Book & Card	DS-11	\$160	\$35

## ALL MINOR APPLICANTS (Under 16)

What are you applying for?	Use Form	Application Fee *Paid to the U.S. Department of State	Execution Fee (Acceptance Fee) **Paid to the Acceptance Facility
Minor Passport Book	DS-11	\$100	\$35
Minor Passport Card A passport card is valid only for travel by land and by sea to the following locations: Canada, Mexico, Bermuda, and the Caribbean.	DS-11	\$15	\$35
Minor Passport Book & Card	DS-11	\$115	\$35

## OPTIONAL FEES (Paid to the U.S. Department of State)

Expedite Fee	Paid per application, in addition to required fees. Provides faster processing than routine service.	\$60
1-2 Day Delivery	Paid per application for 1-2 day delivery of an issued passport book from the Department of State to the customer. Only applies to mailing addresses within the United States. Not valid for passport cards.	\$18.32
File Search Fee	A file search is necessary when an applicant is unable to present evidence of U.S. citizenship or verification of a previously issued U.S. Passport or Consular Report of Birth Abroad. Applicant must submit Form DS-11 and a written request for a file search.	\$150

**ADULT RENEWALS (16 Years and Older)** To renew your passport, you must apply by mail or in person at a passport agency, if you are traveling within 14 days. A \$60 expedite fee is charged at passport agencies. Below are the fees for basic renewals. Optional fees may apply.

What are you renewing?	Use Form	Application Fee *Paid to the U.S. Department of State
Adult Passport Book	DS-82	\$130
Adult Passport Card Not valid for international air travel. Valid only for travel by land and by sea to Canada, Mexico, Bermuda, and the Caribbean.	DS-82	\$30
Adult Passport Book & Card	DS-82	\$160

Submitting incorrect passport fees could delay the processing of your application. For more information regarding passport application fees, please visit [travel.state.gov/passportfees](https://travel.state.gov/passportfees) or call 1-877-487-2778, TDD/TTY: 1-888-874-7793.

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