

APPLYING FOR A PASSPORT – Form DS-11: You will need to bring the following:

- **Proof of US Citizenship: Certified Birth Certificate, Previous Passport or Certificate of Citizenship. Parents Place & Date of Birth, Social Security #**
The Recorders Office can issue certified copies of a Minnesota birth certificate for \$26.00. Electronic version of Birth Certificate is not acceptable.
- **One Passport Photo**
The Recorders Office can take passport photos for a fee of \$14.00
- **A Photo I.D.**
Valid MN Driver’s License. Valid MN State ID Card or Valid Out of State ID or Driver’s License additional documents are required.
- **A Passport Application**

Passport applications must be completed in **black ink** and signed in front of the Acceptance Agent.

PASSPORT BOOK FEES:

	Passport Book Fee	Acceptance Fee	Total Fees
Age 16 and over	\$130	\$35	\$165 (2 Separate Payments)
Age 15 and under	\$100	\$35	\$135 (2 Separate Payments)

PASSPORT CARD FEES:

	Passport Card Fee	Acceptance Fee	Total Fees
Age 16 and over	\$30	\$35	\$65 (2 Separate Payments)
Age 15 and under	\$15	\$35	\$50 (2 Separate Payments)

The passport fee must be paid by personal check, money order or certified check made payable to the Department of State. The Acceptance Fee can be paid by cash, check, money order payable to Wadena County Zoning or credit card. A convenience fee will be applied to debit or credit card payments.

RENEWING YOUR PASSPORT – Form DS-82: You will need the following:

- Application completed in **black ink only**.
- Staple current passport to page two (Place passport card in envelope)
- One Passport Photo – Staple as indicated in the four corners
- Payment by check or money order to the Department of State attached over signature
- Fees – Passport Book \$130 Passport Card \$30
- Mail by some form of traceable mail
- Renewals are mailed by the Applicant – Not Passport Agency

Forms available at the Planning & Zoning Office Room 234 or at: travel.state.gov