



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.
2. You will need to provide a CERTIFIED copy of your Birth Certificate; this must accompany your application, but will be returned by the Passport Agency upon completion of your application review.
— This must have a raised seal and show a filing date with registrar to be within one year of your birth; 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 [712.336.6277], Ken Olson Photography [Call first—712.336.4632], or at the Spencer Wal-Mart [712.262.5019].
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.
— If you are 17 years or younger, both parents will also need to be present to sign the form in front of the Passport Agent.

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

Standard Fees

Allow 4-6 weeks for processing

Passports for Adults [anyone 16 years or older]

Valid for 10 years

Check/Money Order payable to:

US Department of State \$110 (for book) or \$30 (for card)

Cash/Check payable to:

Dickinson County Recorder \$25

Passports for Children [anyone 15 years or younger]

Valid for 5 years

Check/Money Order payable to:

US Department of State \$80 (for book) or \$15 (for card)

Cash/Check payable to:

Dickinson County Recorder \$25

Expediting Fees ** in addition to Standard Fees **

Allow 2-3 weeks for processing

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

Check/Money Order payable to:

US Department of State \$80.66 (for books only)

Cash/Check payable to:

Postmaster \$22.50 EXTRA