



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
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 \$25 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 for direction **

Check/Money Order payable to:
 US Department of State **See reverse for application fees

Cash/Check payable to:
 Dickinson County Recorder \$25 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 \$24.70 to Express Mail application [optional]