



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

\$23.75 to Express Mail application [optional]



UNITED STATES PASSPORT FEES

Payment Instructions: The application fee is paid directly to the Department of State. The Acceptance/Execution fee is paid directly to the acceptance facility. Two separate payments are required.

ADULT APPLICANTS (Age 16 Years and Older) *Please see [Special Requirements for Adult Applicants.](#)*

What are you applying for?	Use Form	Application Fee	Acceptance Fee (Execution Fee)	Total
First-time Adult Passport Book	DS-11	\$110	+	\$25 = \$135
First-time Adult 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	\$30	+	\$25 = \$55
First-time Adult Passport Book & Card	DS-11	\$140	+	\$25 = \$165
Adult Passport Card For applicants who currently have a valid passport book.	DS-82	\$30	Not Required	\$30

ADULT RENEWALS (Age 16 Years and Older) *Please see [Special Requirements for Adult Renewals.](#)*

What are you renewing?	Use Form	Application Fee	Acceptance Fee (Execution Fee)	Total
Adult Passport Book	DS-82	\$110	Not Required	\$110
Adult 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-82	\$30	Not Required	\$30
Adult Passport Book & Card	DS-82	\$140	Not Required	\$140

ALL MINOR APPLICANTS (Under Age 16) *Please see [Special Requirements for Children Under Age 16.](#)*

What are you applying for?	Use Form	Application Fee	Acceptance Fee (Execution Fee)	Total
Minor Passport Book	DS-11	\$80	+	\$25 = \$105
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	+	\$25 = \$40
Minor Passport Book & Card	DS-11	\$95	+	\$25 = \$120

OTHER FEES

Expedite Fee	Paid per application, in addition to required fees. Provides faster processing than routine service. Click here for current processing times.	\$60
Overnight Delivery	Paid per application for overnight 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.	\$15.45
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

Submitting incorrect passport fees could delay the processing of your application. For further information regarding passport application fees, please contact the National Passport Information Center by dialing 1-877-487-2778, TDD/TTY: 1-888-874-7793.