

# PASSPORT BOOK/PASSPORT CARD\* CHECKLIST

## To Receive Your Passport Within 4 Weeks:

Acceptance facilities include federal, state and probate courts, post offices, some public libraries and a number of county and municipal offices. Visit <http://travel.state.gov/passport> for current **passport information and to DOWNLOAD AN APPLICATION**.

The **Stevens Point Post Office at 1320 Main Street, Stevens Point, WI (715) 344-8433**, provides a complete passport application service including a passport photo session **by appointment only (Monday through Saturday)**. The **Portage County Clerk of Courts office, second floor of the City-County Building, 1516 Church Street, Stevens Point WI (715) 346-1364**, will accept completed passport applications.

Complete your application using **BLACK INK ONLY** and **DO NOT SIGN**.

**\*\*\*The following items below will be sent in with the passport application. You will receive these back in the mail along with your passport\*\*\***

\*\*\*Certified copy of your birth certificate with the raised seal or your previous passport. Under 16 needs both birth certificate and previous passport, if any. (Birth Certificates can be obtained at the Register of Deeds office in the County you were born)\*\*\*

**OR**

\*\*\*Naturalization/Citizenship Certificate (Original, no copies accepted.)\*\*\*

**OR**

\*\*\*Report of Birth Abroad (Original, no copies accepted.)\*\*\*

Driver's License or State Identification Card

Two identical passport photos taken within the last 6 months with a light/white background. Students must make arrangements on their own (Walgreens, Sears).

### **TWO SEPARATE PAYMENTS:**

\$25 cash, credit card or debit card, or personal check made payable to **CLERK OF COURTS**. (Processing fee per application.)

**Certified Bank Check/Cashiers Check or Money Order** per application made payable to: **US DEPT OF STATE** (see fee amounts below)

<b>Passport Book</b> (good worldwide)	<b>Passport Card</b> (land/sea only between US and Canada/Mexico/Bermuda/Caribbean, <b>NOT AIR</b> )
\$75 if you are 16 or older	\$20 if you are 16 or older
\$60 if you are 15 or younger	\$10 if you are 15 or younger

# EXPEDITED PASSPORT CHECKLIST

## To Receive Your Passport Within 2 Weeks:

Obtain your application on-line at [www.travel.state.gov](http://www.travel.state.gov). Complete your application using **BLACK INK ONLY** and **DO NOT SIGN**.

**\*\*\*The following items below will be sent in with the passport application. You will receive these back in the mail along with your passport\*\*\***

\*\*\*Certified copy of your birth certificate with the raised seal or your previous passport. Under 16 needs both birth certificate and previous passport, if any. (Birth Certificates can be obtained at the Register of Deeds office in the County you were born)\*\*\*

**OR**

\*\*\*Naturalization/Citizenship Certificate (Original, no copies accepted.)\*\*\*

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\*\*\*Report of Birth Abroad (Original, no copies accepted.)\*\*\*

Driver's License or State Identification Card

Two identical passport photos taken within the last 6 months with a light/white background. Students must make arrangements on their own (Walgreens, Sears).

### **TWO SEPARATE PAYMENTS:**

\$25 cash, credit card or debit card, or personal check made payable to **CLERK OF COURTS**.  
(Processing fee per application.)

**Certified Bank Check/Cashiers Check or Money Order** per application made payable to:  
**US DEPT OF STATE**.

Fees: \$149.85 if you are 16 years old or older  
\$134.85 if you are 15 years old or younger

**IMPORTANT:** (If you are applying for more than one passport, ie: you and your spouse, you will need to have **separate** certified checks or money orders. One for each application.)

**One** envelope, label and postage from the post office.

Effective February 1, 2008, Public Law 106-113 and 22 CFR 51.28 requires both parents or legal guardians consent for passport issuance to children under age 16. **(Both parents and the child must be present to sign for the child)**. Only one parent's signature is required for children 16 and 17 years old. **(Only one parent and the child are required to be present to sign)**.