

## **Applying for a Passport**

### **Which passport do you need? A book or a card?**

A **passport book** is valid for international travel by air, sea or land.

A **passport card** is valid when entering the United States from Canada, Mexico, the Caribbean and Bermuda at land border crossings or sea ports-of-entry. A passport card is NOT VALID for air travel outside the United States.

Both the book and the card are valid for 10 years for adults and 5 years for minors (under the age of 16).

### **What do I need with me when I apply?**

- For each person requesting a passport you will need a certified copy of your Birth Certificate, Naturalization Certificate or an undamaged US Passport that was issued after the age of 16, but is now expired.
- Your Driver's License, State issued Government ID, or Military ID.
- If applying for a passport for a minor, the county will use the ID of both parents, who will need to be present with the child. \*Form DS-3053 is available if one parent is unable to come in to apply.
- At least one check or Money Order (MO) per application. The fee that goes in with the application needs to be in the form of a check or MO. Dodge County does not accept debit cards or credit cards for payment.
- Passport pictures - These can be taken at the Dodge County Land Records window for a fee of \$15.00, you can also get pictures taken elsewhere. We advise you to get passport pictures taken and not try to do them yourself.
- Passport applications can be found on-line at:  
<http://www.travel.state.gov/content/passports/en/passports/apply.html> . Hard copies can also be obtained at the Administration window.

***Please Note—all passport applications completed by hand must be filled out in **BLACK** ink only.***

### **Fees for Passports**

#### **First Time Applicant**

- Adult Passport book \$110.00
- Adult Passport card \$30.00
- Minor (Under the age of 16yrs) Book \$80.00
- Minor Passport card \$15
- Execution fee per application to Dodge County \$25

### **Renewal**

- Adult Passport Book \$110.00
- Adult Passport Card \$30.00
- Minors do not renew their passports but must reapply until they are over the age of 16 years old.

If you can answer yes to the following questions you can renew your passport on your own:

- I can submit my most recent U.S. passport book and/or U.S. passport card with this application.
- I was at least 16 years old when my most recent U.S. passport book and/or passport card was issued.
- I was issued my most recent U.S. passport book and/or passport card less than 15 years ago.
- My most recent U.S. passport book and/or U.S. passport card that I am renewing has not been lost, stolen, mutilated, or damaged.
- My U.S. passport has not been limited from the normal ten year validity period due to passport damage/mutilation, multiple passport thefts/losses, or non-compliance with 22 C.F.R.51.41.

- I use the same name as on my recent U.S. passport book and/or passport card.  
--OR--
- I have had my name changed by marriage or court order and can submit proper documentation to reflect my name change.

**Processing Time:**

Routine processing is six weeks from when you apply to when you will receive your passport. You can pay an additional \$60.00 to expedite your passport and you will receive it in three weeks. If you need your passport in less than three weeks you will need to go to the Minneapolis office. Please call 1-877-487-2778 to make an appointment with the Minneapolis office.

**Additional Information Available:**

When traveling out of the country, you can check out tips and additional information on <http://www.travel.state.gov/content/travel/en.html> . For example: Do I need a Visa? Is it safe to go to this country right now? Emergency Assistance for US travelers abroad.

**Additional Notes:**

Please do not sign your passport application until you are instructed to do so.

**Checklist of Things to Bring:**

- Certified copy of your Birth Certificate with raised stamp, not the hospital issued certificate.
- Driver's License, State issued Government ID, or Military ID
- Both parents if applying for a minor's passport, or a completed DS-3053 form. If submitting a DS-3053 form you must also include a copy of your driver's license and the form must be notarized.
- At least one check or money order. Dodge County does not accept debit or credit cards for payment.
- Passport pictures.

We will do our best to process your application in a timely manner, however it is extremely helpful if you come prepared with all of the required documentation, complete and accurate forms (if filling them out prior to visiting our office), cash, check blanks and/or a money order (MO).

In Dodge County we pride ourselves on providing our customers with fast friendly service.

**Dodge County Passport Office Location:**

Dodge County Administration  
Government Services Building  
721 Main Street North  
Manorville, MN 55955

**Office Hours:**

Monday—Friday 8:00 —4:30 p.m.  
507-635-6240