



WHITE BEAR LAKE CITY HALL – Passport Acceptance Office
4701 HIGHWAY 61 NORTH
WHITE BEAR LAKE, MN 55110 (PHONE) 651-407-5300
HOURS: MONDAY-FRIDAY 8:00 AM – 4:00 PM / SATURDAY 8:30 AM – 11:30 AM
Please arrive at least 1/2 hour before closing to assure enough processing time.

Q: WHAT FORM DO I USE IF I AM APPLYING FOR A NEW PASSPORT BOOK AND/OR PASSPORT CARD?

A: FORM DS-11, APPLICATION FOR A U.S. PASSPORT (Gold Application)

Q: What do I need to know when filling out the form?

1. It must be filled out in black ink and executed before an authorized Acceptance Agent, regardless of age.
2. All minors ages 15 and under need both parents present (see www.travel.state.gov for exceptions).
3. Social security number is needed for the application
4. Parent's and spouse's (if married) birth place and dates
5. Proof of US Citizenship (Certified U.S. Birth Certificate, U.S. Passport, Original Naturalization Certificate, Consular Report of Birth Abroad).
6. Proof of Identity (Valid Driver's License or Military ID). If you cannot provide proof of identity, please talk to the passport agent regarding additional documents required.
7. Check or Money Order for appropriate fees (see fee chart below).
8. If you had a name change due to marriage, divorce or death, you will need original documents (see passport agent for details).
9. Recent photo that meets the 2 x 2 passport photo requirement (see www.travel.state.gov website for requirements).

Q: WHAT FORM DO I USE IF I AM RENEWING MY PASSPORT BOOK AND/OR PASSPORT CARD?

A: FORM DS-82 RENEWAL APPLICATION (Blue Application) - Must be done via mail if the following are TRUE:

1. If your passport book and/or card is undamaged and can be submitted with your application.
2. If your passport book or card was issued when you were age 16 or older *
3. If your passport book or card issued within the past 15 years.
4. If your passport book or card was issued in the exact same name as your previous passport book and/or card, or you can legally document your name change with an original or certified copy of your marriage certificate, or the government-issued document evidencing your legal name change under federal and state law. **

* All minors ages 15 and under will need to fill out the DS-11 Form, have both parents present, provide their birth certificate and passport with their application.

** If you had a name change within one year of receiving your passport book and/or card, you must fill out Form DS-5504 – no fee will be incurred.

NOTE: If none of the above questions for renewal above are true, you MUST use the DS-11 Application for a Passport Form and process the application with a passport agent.

Fees:

City of White Bear Lake

Processing of New Applications	\$25.00
New Passport Photo or Renewal Photo (if needed)	\$10.00

U.S. Department of State (4 to 6 weeks delivery)

Passport Book (Adult)	\$110.00
Passport Book (under 16)	\$ 80.00
Passport Card (Adult)	\$ 30.00
Passport Card (under 16)	\$ 15.00
Both Passport Book and Card (Adult)	\$140.00
Both Passport Book and Card (under 16)	\$ 95.00
Expedited service (<u>2-3 week delivery</u>) additional fee	\$ 60.00
Overnight express mail (from passport office to your home)	\$ 12.85

Visit www.travel.state.gov for passport information and any additional documents needed.