

# Passport Checklist

Passport application, filled out in BLACK INK, but not signed.

\*please note: you must provide your social security number on the application.

Passport photo (available in the Recorder’s Office for \$12.00)

Proof of Citizenship (certified birth certificate, expired US passport, or Naturalization Certificate),

Valid Picture ID

Photocopies of Citizenship Proof and ID (front and back)

Payment: 1. Passport fee: see chart below for amounts. **MUST BE CHECK OR MONEY ORDER**

2. Application fee: \$35.00 – cash, check, or credit card\*

3. Recorder’s Office Fees: Photo (\$12) and/or Minnesota birth certificate (\$26) – cash, check, or card\*

\*additional fees apply when paying with a card.

## Additional requirements for minors:

Proof of parental relationship for minors under 15 (birth certificate, adoption decree, certified court custody order)

Both parents and the minor child must appear together

\*applicants ages 16 and 17 need only one parent present

Parents will need to present their ID (Driver’s License or Passport)

**\*NOTE: If a parent’s current name does not match the name printed on their child’s birth certificate due to marriage or divorce occurring after the child’s birth, you must bring the document that shows your name change (certified marriage certificate or divorce decree).**

Passport Fees	Routine Processing	Expedite	Expedite + 1-2 day delivery
Passport Book (ages 16 and over)	\$110.00	\$170.00	\$187.13
Passport Card (ages 16 and over)	\$30.00	\$90.00	NA
Passport Book (ages 15 and under)	\$80.00	\$140.00	\$157.13
Passport Card (ages 15 and under)	\$15.00	\$75.00	NA

Passport Hours: Monday-Friday 8 a.m.-4 p.m.

**\*To ensure service, you must have required documentation and be at the counter 30 minutes prior to closing.**

Questions: (763) 682-7584