

## Items Needed to Obtain a U.S. Passport

### For Applicants 16 Years of Age or Older:

1. Applicant must appear in person. If you are ages 16 or 17, you must have consent from at least one parent.
2. Completed passport application (Form DS-11) in **BLACK** ink only. If the applicant makes an error on the DS-11, they must complete a new DS-11 form.
3. One 2x2 Passport Photo. *\*Photos can now be taken in the Auditor's office for an additional fee of \$10.00.*
4. Original or Certified Copy of Birth Certificate/Citizenship Certificate.
5. Driver's License or other acceptable Photo ID.
6. Applicable Fees:
  - a. For a Passport Card:
    - i. **\$30.00** check/money order made payable to the U.S. Department of State.
    - ii. **\$35.00** in cash or a check/money order made payable to Adair County.
  - b. For a Passport Book:
    - i. **\$130.00** check or money order made payable to the U.S. Department of State.
    - ii. **\$35.00** in cash or a check/money order made payable to Adair County.

*\*Passports for ages 16 and older are valid for 10 years.*

### ➤ For Applicants Under 16 Years of Age:

1. Applicant must appear in person accompanied by both parents. Both parents will need to sign the application in front of the passport agent. If one parent is unable to appear in person, contact our office.
2. Completed passport application (Form DS-11) in **BLACK** ink only.
3. One 2x2 Passport Photo. *\*Photos can now be taken in the Auditor's office for an additional fee of \$10.00.*
4. Original or Certified Copy of Birth Certificate/Citizenship Certificate.
5. Driver's licenses or other acceptable Photo ID's of both parents.
6. Applicable Fees:
  - a. For a Passport Card
    - i. **\$15.00** parent's check/money order made payable to the U.S. Department of State.
    - ii. **\$35.00** in cash or a check/money order made payable to Adair County.
  - b. For a Passport Book
    - i. **\$100.00** parent's check or money order made payable to the U.S. Department of State.
    - ii. **\$35.00** in cash or a check/money order made payable to Adair County.

*\*Passports for persons under 16 years of age are valid for 5 years.*

### **General Passport Information**

**Passport Card:** Can *only* be used at land and sea ports-of-entry when entering the United States from Mexico, Canada, the Caribbean, and Bermuda. It *cannot* be used for air travel.

**Passport Book:** Can be used for *any* means of travel (air, land, or sea) to *any* destination.

**Applications:** May be picked up in the Adair County Auditor's Office or printed from the U.S. Department of State's Travel website: [www.travel.state.gov](http://www.travel.state.gov)

**Time Frame:** Allow 6 to 8 weeks for your passport to be processed. If you will need your passport in less than 6 weeks, you will need to expedite your application. An additional fee of \$60.00 plus fees for overnight envelopes will apply. Allow 2 to 3 weeks for your passport to be processed with the expedited services. *\*Passport cards* may be expedited, however, they cannot be returned to you by overnight mail.

**Minors:** All minors (persons under age 18) must have parental consent when applying for a passport. Minors under the age of 16 must have consent from **both** parents. Minors age 16 and 17 only need consent from *one* parent. You may be requested to provide written parental consent for a minor of age 16 or 17 if it is not implied on the application.

**Status of Application:** Status information about your application should be available online within 5-7 business days of applying. To check your status online, visit [www.travel.state.gov](http://www.travel.state.gov).

**Receiving Back Documents:** For security purposes, your passport and citizenship documents will be mailed back to you in separate mailings. If you have not received the second mailing within a couple of weeks of receiving the first, contact the National Passport Information Center by calling **1-877-487-2778**.

**Processing:** Passports can be processed from 8:00 am to 4:30 pm Monday thru Friday at:

*Adair County Auditor's Office  
400 Public Square Ste. 5  
Greenfield, Iowa 50849*

**Contacts:** For more information on passports, you may contact:

*Adair County Auditor's Office  
Phone: 641-743-2546*

**Passport Website:** [www.travel.state.gov](http://www.travel.state.gov)

**National Passport Information Center:** **1-877-487-2778**