

## **ITEMS NEEDED TO OBTAIN A PASSPORT & or PASSPORT CARD**

### **ALLOW A FULL 4-6 WEEKS TO PROCESS YOUR PASSPORT**

#### ***PASSPORT CARD – LAND AND SEA TRAVEL***

***Such as driving into Canada or Mexico***

#### ***PASSPORT BOOK – LAND, SEA, AND AIR TRAVEL***

- 1) Completed Passport Application (to be completed IN **BLACK INK ONLY!**)  
One passport picture
- 2) CERTIFIED COPY of Birth Certificate or ORIGINAL Citizenship Certificate
- 3) For applicants 18 years of age or older:
  - a) Driver's License or other PHOTO ID
  - b) Passport Fee: \$130.00 – must be check or money order payable to US Department of State
  - c) Passport CARD Fee: \$30.00 – must be check or money order to US Department of State
  - d) Processing Fee: \$35.00– may be cash, debit/credit card or check payable to Kossuth County Recorder
  - e) Picture: \$15.00 – may be cash, debit/credit card or check payable to Kossuth County Recorder
- 4) For applicants 16 or 17 years of age:
  - a) Must appear in person with their driver's license and a check signed by a parent. If an applicant does not have a driver's license, one of the parents must appear with their driver's license.
  - b) Passport Fee: \$130.00 – must be check or money order payable to US Department of State
  - c) Passport CARD Fee: \$30.00 – must be check or money order to US Department of State
  - d) Processing Fee: \$35.00– may be cash, debit/credit card or check payable to Kossuth County Recorder
  - e) Picture: \$15.00 – may be cash, debit/credit card or check payable to Kossuth County Recorder
- 5) For applicants under age 16:
  - a) Must appear in person with both parents or a guardian. BOTH parents or legal guardian MUST sign the application. Ask for details if one of the parents is unable to sign the application. Parents must also show evidence that they are the parents and show valid personal I.D.
  - b) Passport Fee: \$100.00 – must be check or money order payable to US Department of State
  - c) Passport CARD Fee: \$15.00- must be check or money order payable to US Department of State
  - d) Processing Fee: \$35.00– may be cash, debit/credit card or check payable to Kossuth County Recorder
  - e) Picture: \$15.00 – may be cash, debit/credit card or check payable to Kossuth County Recorder

**IF YOU NEED TO EXPEDITE YOUR APPLICATION. AN ADDITIONAL FEE OF \$60.00(EXPEDITE) + OVERNIGHT DELIVERY (OPTIONAL) WILL APPLY. YOU WILL RECEIVE YOUR PASSPORT IN 2-3 WEEKS, ASK FOR FURTHER DETAILS.**

#### **KOSSUTH COUNTY RECORDERS OFFICE**

**AMANDA WITTKOPF--PASSPORT AGENT**

**114 W STATE ST – STE 6**

**ALGONA IA 50511**

**515-295-5660**

**Please call before you come in**

**We have one person to process passports from 8:00-11:30 & 12:30-4:00 Monday through Friday.**

For a current list of foreign VISA requirements for U.S. Citizens visit [travel.state.gov/visa/americans1.html](http://travel.state.gov/visa/americans1.html)

A passport must be obtained before the government of a foreign country can issue a visa.