

**APPLYING FOR A PASSPORT – Form DS-11:** You will need to bring the following:

- **Proof of US Citizenship: Certified Birth Certificate, Previous Passport or Certificate of Citizenship. Parents Place & Date of Birth, Social Security #**  
The Recorders Office can issue certified copies of a Minnesota birth certificate for \$26.00. Electronic version of Birth Certificate is not acceptable.
- **One Passport Photo**  
The Recorders Office can take passport photos for a fee of \$14.00
- **A Photo I.D.**  
Valid MN Driver’s License. Valid MN State ID Card or Valid Out of State ID or Driver’s License additional documents are required.
- **A Passport Application**

Passport applications must be completed in **black ink** and signed in front of the Acceptance Agent.

**PASSPORT BOOK FEES:**

	<b>Passport Book Fee</b>	<b>Acceptance Fee</b>	<b>Total Fees</b>
Age 16 and over	\$110	\$35	\$145 (2 Separate Payments)
Age 15 and under	\$ 80	\$35	\$115 (2 Separate Payments)

**PASSPORT CARD FEES:**

	<b>Passport Card Fee</b>	<b>Acceptance Fee</b>	<b>Total Fees</b>
Age 16 and over	\$30	\$35	\$65 (2 Separate Payments)
Age 15 and under	\$15	\$35	\$50 (2 Separate Payments)

**The passport fee must be paid by personal check, money order or certified check made payable to the Department of State.** The Acceptance Fee can be paid by cash, check or money order payable to the Wadena County Zoning or credit card. A convenience fee will be applied to debit or credit card payments.

**RENEWING YOUR PASSPORT – Form DS-82:** You will need the following:

- Application completed in **black ink only**.
- Staple current passport to page two (Place passport card in envelope)
- One Passport Photo – Staple as indicated in the four corners
- Payment by check or money order to the Department of State attached over signature
- Fees – Passport Book \$110 Passport Card \$30
- Mail by some form of traceable mail
- Renewals are mailed by the Applicant – Not Passport Agency

Forms available at the Planning & Zoning Office Room 234 or at: [travel.state.gov](http://travel.state.gov)