

CHIPPEWA COUNTY FAMILY SERVICES APPLICATION INFORMATION FOR U.S. PASSPORTS

Passport Fees Payable to US Department of State: (For routine & renewal service)			Execution Fee Payable to CCFS (Not needed for renewals)
<u>PASSPORT BOOK:</u> Air and land travel	Age 16 and over	\$110.00	\$35.00
	Under Age 16	\$ 80.00	
<u>PASSPORT CARD:</u> Land travel ONLY	Age 16 and over	\$ 30.00	\$35.00
	Under Age 16	\$ 15.00	

Passport Renewal forms are available here. However, it is the responsibility of the applicant(s) to mail payment(s) and forms to the address on the form.

1. Only **black** ink is acceptable on passport forms. Also, please include your email address on the form if you have one. **Do not use white out. If you make a mistake draw one line through it and re-write. Do not sign form or attach photo until you return to our office.**

Once application is completed and you have all supporting documents, you must call our office at (320) 269-6401 / 1-877-450-6401 to make an appointment.

2. You will need to write 2 checks.

A Cashier's Check, Postal Money Order, or personal check payable to "U.S. DEPARTMENT OF STATE" is acceptable for the passport application.

A personal check or money order payable to "Chippewa County Family Services" (CCFS) or cash is acceptable for the execution fee.

3. PASSPORT PICTURE: Photos are NOT done on-site.

If you wear eye glasses, you MUST take them OFF for your photo. Photos will not be accepted if eye glasses are on.

1 picture – 2" x 2" in size

4. BIRTH CERTIFICATE: A **certified** copy is needed. If you do not have one you can get one at any County Recorder's Office.

5. PROCESSING TIMES:

Routine service – up to 6 weeks processing time.

Expedited service – 3 week processing time. Additional \$60.00 per application.

If you have any questions, please call the National Passport Information Center (NPIC) at 1-877-487-2778 or visit the website at www.travel.state.gov