

To Apply for a US Passport Book or Passport Card, you will need:

- **Completed passport application** (to be signed in front of passport agent – do not use white-out please)
- **A certified copy of your birth certificate** (not a hospital record)
(Certified copies issued from “Koochiching County Recorder’s Office” can not be accepted at this site unless printed on 8 ½ x 11 inch security paper)
- **2 passport photos** (Falls License Bureau)
- **Driver’s license**
- **Appropriate fees** (see chart below)
- **All applicants must appear in person**
- **Applicants under 16 need both parents signatures**

If you don’t have a certified copy of your birth certificate, you will need to get one. Minnesota birth certificates may be purchased here at the Recorder’s office.

For out-of-state births, visit the Department of Health website of the state you were born.

There should be information describing how to obtain the birth certificate, an application to print and an address where it can be mailed.

If you were born outside of the United States, you will need to submit your US citizenship papers.

If you don’t have US citizenship papers, you will need:

- A certified copy of your birth certificate
- Certified copies of your parents birth certificates
- Certified copy of your parents marriage certificate
- Completed Affidavit of Physical Presence

Note: The above items are needed for most passports.

There may be other documents required depending on individual circumstances.

**** All checks and money orders must be drawn from a US bank.**

FEES	Age	<u>Passport Fee</u>	<u>Execution Fee</u>	Combined Total:
		Make Check or Money Order To: “US Dept of State”	Cash <u>or</u> Make Check or Money Order To: “County Treasurer”	
Passport Book	<i>16 and over</i>	\$75	\$25	\$100
	<i>Under 16</i>	\$60		\$85
Passport Card	<i>16 and over</i>	\$20	\$25	\$45
	<i>Under 16</i>	\$10		\$35
Both at same time	<i>16 and over</i>	\$95	\$25	\$120
	<i>Under 16</i>	\$70		\$95

** Two separate payments:

1. Passport Fee – must be a check or money order drawn from a US bank
2. Execution fee – cash, check or money order