



Sioux County Recorder's Office

Anita K. Van Bruggen Recorder/Registrar

Box 48

Orange City, Iowa 51041-0048

Phone (712) 737-2229

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recorder@siouxcounty.org

Passport Applicant:

Enclosed please find the U.S. Passport Application(s) requested. You are required to complete 1-10 on first page & 2nd page down to where it says "STOP". **Do not sign the Application until requested by Recorder's Office staff.**

WHEN COMPLETING THE FORM, PLEASE USE ONLY BLACK INK AND DO NOT USE WHITE-OUT !!

When you are ready to make application for your U.S. Passport bring the following with you to the Sioux County Recorder's Office:

1. Certified Birth Certificate (certified by birth county or birth state) OR Original Naturalization Paper. **Hospital certificates or census certificates are not accepted.**
2. Passport Photos – **2 identical 2"x2" Color Photos** for each applicant.
3. Fees are due upon application – **Credit Cards** are not accepted. A check or money order made payable to the U.S. Department of State:
 - a. Fee for Passport Book is \$110.00 for age 16 & older (Book is valid for 10 years). Under age 16 fee is \$80.00 (Book is valid for 5 years).
 - b. Fee for Passport Card is \$30.00 for age 16 & older (Card is valid for 10 years); Under age 16 fee is \$15.00 (Card is valid for 5 years)
 - c. Check or Cash is accepted for the Sioux County Recorder - \$25.00.
4. Proof of Identification – A **government issued photo ID**, such as your driver's license or a non- drivers ID needs to be presented at time of application. **To submit an application for a child under the age of 16, both parents or the child's legal guardian(s) & the children must appear. Both parents need to show a drivers license.**
5. Processing Time – **allow 4 – 6 weeks**
 - **Recorder's Office hours – 8 am - 4:30 pm Monday through Friday or contact Anita at 712-737-2229 for an appointment after office hours.**
 - **Expedited process is available upon request**
 - **Passport applications may also be downloaded at www.travel.state.gov**