



# Sioux County Recorder's Office

Anita K. Van Bruggen Recorder/Registrar

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**IMPORTANT: Please call the Recorder's Office at 712-737-2229 to make an appointment before you come to the Office to complete your application process.**

Passport Applicant:

Enclosed please find the U.S. Passport Application(s) requested. You are required to complete 1-10 on first page & 2<sup>nd</sup> 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 county or state) parent(s) names need to be listed on certificate OR Original Naturalization Paper. **Hospital certificates or census certificates are not accepted.**
2. Passport Photo – 1 (one) 2"x2" **Color Photo** for each applicant.
3. Fees are due upon application – **NO Credit Cards. 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. \$25.00 (check or cash) made payable to the Sioux County Recorder
4. Proof of Identification – Driver's license or a non- drivers ID needs to be presented at time of application. Out of State ID's need to present a 2<sup>nd</sup> form of ID – (school ID, library card, credit card) **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
  - Expedited process is available upon request
  - Passport applications may also be downloaded at [www.travel.state.gov](http://www.travel.state.gov)