



## Sioux County Recorder's Office

Anita K. Van Bruggen Recorder/Registrar

Box 48

Orange City, Iowa 51041-0048

Phone (712) 737-2229

Fax: (712) 737-2230

[anitavb@siouxcounty.org](mailto:anitavb@siouxcounty.org)

Passport Renewal Process:

Enclosed please find the U.S. Passport Renewal Application(s) requested. You may use the renewal process if you can do the following;

1. Applicant can **submit most recent passport**.
2. Applicant **was at least 16 years old when most recent passport was issued**.
3. Applicant's most recent passport was **issued less than 15 years ago**.
4. Applicant's **name is identical** to the expired passport or **name has changed due to marriage** (must submit certified marriage certificate) or **name has changed due to a court order** (must submit court document).

You are required to fill out all of pages 1 and 2 on the Application (**do not write in the space identified for Passport Services Use Only**). Make sure you **sign and date the Application** in the designated area.

**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 Renewal through the mail, you need the following to accompany your application:

1. Applicant's **most recent U.S. Passport**.
2. Passport Photos – **2 identical 2"x2" Color Photos** for each applicant (most photo agencies are able to accommodate you, locally and in the mall– just request "Passport Photos")
3. Marriage certificate or court order **if applicant's name has changed**.
4. Passport Renewal fee of \$110.00 – **payable to U.S. Department of State** (personal check or money order). Print full name and date of birth of Applicant on the front of the check or money order.
5. Processing Time – **allow 4 – 6 weeks**

**Mail Applicant's renewal request to:**

National Passport Processing Center

P.O. Box 90155

Philadelphia, PA 19190-9055

**\*\*Note Expedited Service is \$60.**