

PASSPORT APPLICATIONS

****Effective 3/17/2020: Appointments are required for all passport services at the Polk County Clerk's office at the Polk County Government Center in Balsam Lake. Please contact the County Clerk's office (715) 485-9226 to schedule this appointment.**

A PERSON APPLYING FOR A PASSPORT MUST PROVIDE:

- A Certified copy of his/her birth certificate
- A photocopy of the birth certificate (Polk County Clerk's office is able to make the photocopy)
- One (1) passport photograph, 2" X 2" in size, white or light backgrounds (Polk County Clerk's office is able to take passport photographs.)
- A photocopy of the front and back of all drivers licenses involved (Polk County Clerk's office is able to make the photocopies)
- One check or money order to US Department of State (see fee scale below)
- One check or cash in the amount of \$35.00 to Polk County Clerk
- Two-way overnight delivery postage costs...*if needing an expedited passport.*

WHEN COMPLETING A PASSPORT APPLICATION:

- Must be completed in BLACK ink only
- There can be no white outs or scribble outs
- If the application is for a child under age 16, both parents or the child's legal guardian(s) must sign the application for the child
- The application must be signed in front of the passport agent
- The County Clerk must notarize the signatures(s) and indicate it is the County Clerk accepting the application
- The County Clerk must request proof of identification, a driver's license is sufficient.

Applications can be found at travel.state.gov, completed and printed and brought into the office for final processing.

PROCESSING TIMES OF PASSPORT APPLICATIONS

For the most up-to-date information regarding passport processing times and services available, please visit: <https://travel.state.gov/content/travel/en/passports.html>

If you are traveling within 7 days due to a life or death emergency please contact the National Passport Information Center at (877) 487-2778, or follow this link to the US Department of State for further information: <https://travel.state.gov/content/travel/en/passports/get-fast/emergencies.html>

PASSPORT RENEWALS – by Mail

Forms are available online at: <https://travel.state.gov/content/travel/en/passports/have-passport/renew.html> or in the County Clerk's Office*. You qualify to use this form only if:

- The issue date of your last passport was less than 15 years ago
- You were 16 or older when it was issued
- Your name is the same or you can submit name-change documentation (marriage certificate or court order)
- You can submit an undamaged passport

Total fee for this service is \$110.00. Applicants must submit their own form and will receive their passport in up to six weeks.

*** Effective 03/2020 appointments are required at the County Clerk's office due to COVID-19, please contact our office at 715-485-9226 for an appointment.**

VISA's are obtained from embassies or consulates of the countries to which the applicant wishes to travel. A travel agent should be able to assist the public/applicant with this information.

Visit www.travel.state.gov.com for more information.

PASSPORT FEES Effective April 1, 2018

Age	Passport Fee	Execution Fee	Total Fees
Age 16 and Over	\$110.00	\$35.00	\$145.00
Under Age 16	\$ 80.00	\$35.00	\$115.00

PASSPORT CARD FEES

Age	Card Fee	Execution Fee	Total Fees
Age 16 and Over	\$30.00	\$35.00	\$65.00
Under Age 16	\$15.00	\$35.00	\$50.00

The U.S. Passport Card may ONLY be used for re-entry into the United States at land borders and sea ports-of-entry when traveling from Canada, Mexico, the Caribbean and Bermuda.

Passport cards may not be used for air travel.

EXPEDITED PASSPORT PROCESSING SERVICES

* Effective 3/2020 Due to COVID-19 expedited services for passport processing have been suspended until further notice. If you are traveling within 7 days due to a life or death emergency please contact the National Passport Information Center at (877) 487-2778, or follow this link to the US Department of State for further information:

<https://travel.state.gov/content/travel/en/passports/get-fast/emergencies.html>