

ITEMS NEEDED TO OBTAIN A PASSPORT

ALLOW **6-8 WEEKS** TO PROCESS YOUR PASSPORT

IF TRAVELING BY AIR:

- 1) Complete *Passport* Application in Black Ink
- 2) 1 Passport Photo (Can be taken at Delaware County Recorder's Office for \$10.00)
- 3) CERTIFIED COPY of Birth Certificate or ORIGINAL Citizenship Certificate (Can get a copy from Recorder's Office \$20.00)
- 4) For applicants 16 years of age or older:
 - a. Driver's License or other government issued Photo ID
 - b. Fee: \$110.00 – must be check or money order payable to US Department of State
 - c. Fee: \$35.00 – may be cash or check payable to Delaware County Auditor
- 5) Fee applicants age 15 or under:
 - a. Must appear in person with a parent or guardian. BOTH parents or legal guardian MUST sign the application and have a Driver's License or government issued Photo ID. Ask for details if one of the parents is unable to sign the application.
 - b. Fee: \$80.00 – must be parent's check payable to US Department of State
 - c. Fee: \$35.00 – may be cash or check payable to Delaware County Auditor

IF TRAVELING BY LAND OR SEA:

- 1) Completed *Passport Card* Application (Mexico, Canada, Bermuda & Caribbean)
- 2) 1 Passport Photo (Can be taken at Delaware County Recorder's Office for \$10.00)
- 3) CERTIFIED COPY OF Birth Certificate or ORIGINAL Citizenship Certificate (Can get a copy of Birth Certificate from Recorder's Office \$20.00).
- 4) For applicants 16 year of age or older:
 - a. Driver's License or other government issued Photo ID
 - b. Fee: \$30.00 – must be check or money order payable to US Department of State
 - c. Fee \$35.00 may be cash or check payable to Delaware County Auditor
- 5) Fee Applicants age 15 or under:
 - a. Must appear in person with a parent or guardian. BOTH parents or legal guardian MUST sign the application and have a Driver's License or government issued Photo ID. Ask for details if one of the parents is unable to sign the application.
 - b. Fee: \$15.00 – must be parent's check payable to US Department of State
 - c. Fee: \$35.00 – may be cash or check payable to Delaware County Auditor

IF YOU ARE TRAVELING IN LESS THAN 2 MONTHS, YOU WILL WANT TO EXPEDITE YOUR APPLICATION. AN ADDITIONAL FEE OF \$60.00, PLUS RECOMMEND FEES TO OVERNIGHT MAIL MAY APPLY. YOU WILL RECEIVE YOUR PASSPORT IN APPROXIMATELY 2-3 WEEKS - ASK FOR FURTHER DETAILS.

DELAWARE COUNTY AUDITOR
563-927-4701

Applications are taken from 8:00 a.m. to 4:30 p.m.