

CHIPPEWA COUNTY FAMILY SERVICES APPLICATION INFORMATION FOR U.S. PASSPORTS

Passport Fees Payable to US Department of State: (For routine & renewal service)			Execution Fee Payable to CCFS (Not needed for renewals)
<u>PASSPORT BOOK:</u> Air and land travel	Age 16 and over	\$110.00	\$35.00
	Under Age 16	\$ 80.00	
<u>PASSPORT CARD:</u> Land travel ONLY	Age 16 and over	\$ 30.00	\$35.00
	Under Age 16	\$ 15.00	

Passport Renewal forms are available here. However, it is the responsibility of the applicant(s) to mail payment(s) and forms to the address on the form.

- Only **BLACK** ink is acceptable on passport forms. Please write legibly. Also, please include your email address on the form if you have one. **DO NOT USE WHITE OUT.** If you make a mistake draw **ONE LINE** through it and re-write. Do **not sign form or attach photo until you return to our office.**

Once application is completed and you have all supporting documents, you must call our office at (320) 269-6401 / 1-877-450-6401 to make an appointment. **ALL MATERIAL MUST BE READY/PRESENT AT TIME OF APPOINTMENT OR YOU WILL BE RESCHEDULED**

2. PAYMENT:

Two **separate** payments are required:

A Cashier's Check, Postal Money Order, or personal check payable to "U.S. DEPARTMENT OF STATE" is acceptable for the passport application.

A personal check or money order payable to "Chippewa County Family Services" (CCFS) or cash is acceptable for the execution fee.

3. I.D.:

All adults must present picture ID, such as a **VALID*** driver's license or previous passport.

*Valid: not altered, changed, or damaged in any way. For a driver's license, no holes punched due to renewal.

4. PASSPORT PICTURE: Photos are NOT done on-site.

1 picture – 2" x 2" in size

5. BIRTH CERTIFICATE: A **certified** copy is needed. If you do not have one you can get one at any County Recorder's Office.

6. PROCESSING TIMES:

ROUTINE SERVICE – can take up to 18 weeks from the day an application is submitted at an acceptance facility or renewed through the mail.

EXPEDITED SERVICE – can take up to 12 weeks from the day an application is submitted.

If you have any questions, please call the National Passport Information Center (NPIC) at 1-877-487-2778 or visit the website at www.travel.state.gov