



## What you need when applying for a passport\*

The application for a passport is referred to as a DS-11. DS-11's are available at the Grant County Recorder's Office, along with other passport information. You can complete the application at the Recorder's Office or pick up a copy to be completed at a later time. Or you may complete a form [on-line](#), print out and bring into the office.

**Do not sign the application until you are instructed to do so by an authorized Passport Acceptance Agent** (Recorder's Office employee).

A passport for an adult is valid for 10 years. Following explains what is needed along with the DS-11.

### Passport Fee

The passport fee for age 16 and over is \$110.00, for under the age of 16 is \$80.00. Check or Money Order in U.S. funds is accepted. Payment can be made payable to the "U.S. Department of State". The passport card may be purchased for land and some sea-port travel. Ask us for prices and details.

### Execution Fee

The execution fee is \$25.00. Cash, check or money order is accepted. Checks can be made payable to "Grant County Recorder".

### Present Proof of U.S. Citizenship

All documentation submitted as evidence of U.S. Citizenship will be returned to the applicant. The documents will either arrive with the passport or in a separate mailing shortly thereafter. Any of the following may be used for proof of U.S. Citizenship:

- Previous U.S. Passport (mutilated, altered, or damaged passports are not acceptable as evidence of U.S. Citizenship)
- Certified Birth Certificate issued by the City, County or State. (If you were born in Minnesota, you may obtain this at the Treasurer's Office located across the hall from the Recorder's Office.) Please note that the Birth Certificate must have the registrar's seal, signature and date the certificate was filed with the registrar's office.
- Consular Report of Birth Abroad or Certification of Birth.
- Naturalization Certificate
- Certificate of Citizenship

If you do not have any of the above items, please contact our office or the Seattle Passport Agency at 1-877-487-2778 or visit their website [travel.state.gov](http://travel.state.gov).

### Present Proof of Identity

You may prove your identity with any of the following, if you are recognizable:

- Current, valid Driver's License
- Previous U.S. Passport (mutilated, altered, or damaged passports are not acceptable as evidence of U.S. Citizenship)
- Government ID: city, state, or federal
- Military ID: military and dependants

- Naturalization Certificate

Note: Your Social Security Card does NOT prove your identity. If none of the above items are available please contact our office or the Seattle Passport Agency at 1-877-487-2778 or visit their website [travel.state.gov](http://travel.state.gov).

### For Minors

Under the age of 16: Each minor child must appear in person. Both parents or legal guardians must present evidence of identity.

For Minors 16 & 17: Each child must appear in person. If your child does not have identification of his/her own, you need to accompany your child, present identification and co-sign the application.

### Passport Photo

2 photos must be provided with the application. The Recorder's Office provides passport photo services. The price for the photo is \$13.00 (incl .tax). The photographs must be:

2X2 inches in size

Identical

Taken within the last 6 months, showing current appearance

Color

\*Information provided in this document was obtained from [travel.state.gov](http://travel.state.gov)