

# APPLICATION INFORMATION FOR U.S. PASSPORTS

**NO PASSPORTS ACCEPTED AFTER 3:30 PM**

**PASSPORT BOOK:** Age 16 and over - \$130.00  
Under Age 16 - \$100.00

**PASSPORT CARD:** Age 16 and over - \$30.00  
Under Age 16 - \$15.00

**1.** Only **black ink** is acceptable on passport forms. Also, please include your email address on the form if you have one. You **MUST** include your Social Security Number as well.

**Do not sign form until you return to our office.**

**Do not use white out, if you make a mistake draw one line through it and re-write.**

**2.** You will need to write 2 checks (3 if expediting)

A Cashier's Check, Postal Money Order or personal check payable to:

**"U.S. DEPARTMENT OF STATE"** for the amount of the passport book/card.

(A separate check or money order for each passport is required.)

**3. PASSPORT PICTURE:** 1 picture – 2" x 2" in size

Stevens County Times 589-2525

Call to check what days they are taking photos

Thrifty White 589-4550

Photos can be taken by appointment by calling UMM at

589-6464 during office hours (8:00 AM – 4:00 PM)

**4. BIRTH CERTIFICATE:** must be a certified copy or old passport (**Minors need both**)

**5. DRIVER'S LICENSE**

**6. EXECUTION:** **\$35.00 per passport payable to "Stevens County Treasurer".**

Personal check, cash or credit card is accepted

(convenience fee of \$1.50 added if using credit card)

**EXPEDITED SERVICE:** Additional cost per application is \$60.00

Total Expedite cost including express mail there and back \$60 + \$26.95 + \$18.32 = **\$105.27**

If expediting both card & book there you pay only one fee for both

You can only return the passport book by express mail (\$18.32), you can't express back the card.

**EXPRESS MAIL :(optional)** \$26.95 for outgoing express mail (payable to U.S. Postal Service)  
\$18.32 for return express mail (payable to the U.S. Dept of State)

If you have any questions please call the Stevens County Auditor/Treasurer's Office at 320-208-6570.

02/28/22