

RENEWAL APPLICATION INFORMATION **FOR U.S. PASSPORTS**

*Note, that you are responsible to mail and track your passport application.
You do not need to come to the Auditor/Treasurer's office to renew an unexpired passport

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. Use **black ink** when filling out the form. 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 write above or after the mistake.

WHAT TO SEND WITH THE APPLICATION

2. **A Cashier's Check, Postal Money Order or personal check payable to:**
"U.S. DEPARTMENT OF STATE".

(A separate check or money order for each passport is required. But all fees payable to the U.S Department of State for a single passport can be included in one check. For example: if you expedite and you want it expedited back you can pay the \$130 passport fee + the \$60 Expedite Fee + the \$18.32 Return Expedite Fee all with one \$208.32 check to the U.S. Department of State.)

3. **RECENT 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. **EXPIRED PASSPORT AND/OR CARD** **Under 16 must send both expired passport & birth certificate**

5. **A certified copy of your marriage certificate or court order if your name has changed.**

6. Passport Service recommends sending the application using **trackable mailing service**

EXPEDITED SERVICE(optional): Additional cost per application is \$60.00 (payable to U.S. Dept of State)

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

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

2/28/22