

PASSPORT CHECKLIST




Appointments are required.

For appointments and information, call (563) 245-1106 or go to www.claytoncountya.gov
Clayton County Auditor's Office, 111 High Street NE - Suite 102, Elkader, IA 52043

Scan QR Code
to book online

WHAT YOU'LL NEED TO APPLY

1 
All applicants
must be present

2 
Passport Application Form*:

- Form DS-11* if never issued a U.S. Passport or not eligible for renewal
- Form DS-82* if eligible for renewal
- Form DS-11* and Form DS-64 if previously issued passport is lost

3 
Valid Government
Issued Photo ID

4 
Proof of Citizenship (at least one):

- Certified Birth Certificate
- Certificate of Naturalization
- Previously issued U.S. Passport Book or Card
- 16/17 yr. olds: Birth Certs. w/ previous Passport Book or Card

For citizenship through parent, please check www.Travel.State.Gov for requirements

5 
Passport Photo

6 **ADDITIONAL
REQUIREMENTS
FOR
APPLICANTS
15 AND UNDER**

**Both parents
must be present**
With valid
Government
Issued Photo ID

OR

**One parent or legal guardian
with one of the following:**

- Form DS-3053: Statement of Consent*
- Form DS-5525: Statement of Exigent/ Special Family Circumstances*
- Birth certificate naming only one parent
- Certified Court Order. No photo copies.

Forms available at www.Travel.State.Gov. Read form instructions for detailed requirements. **Print single-sided**

FEES

PAYMENT #1



DEPARTMENT OF STATE



Money Order



Personal Check



No Cash



PAYMENT #2

AUDITOR'S OFFICE



Money Order



Personal Check



Cash

PASSPORT FEES

Adult Passport Book (Air, Land, & Sea) <i>(16 and over)</i>	\$130.00
Child Passport Book (Air, Land, & Sea) <i>(15 and under)</i>	\$100.00
Adult Passport Card (Land & Sea) <i>(16 and over)</i>	\$30.00
Child Passport Card (Land & Sea) <i>(15 and under)</i>	\$15.00
Expedite Service <i>(per application)</i>	\$60.00

Optional Express Mail of Passport Book only
to applicant by Department of State

*Extra

PROCESSING FEES

Execution Fee <i>(per application)</i>	\$35.00
Photos	\$10.00
Optional Express Mail of application to Department of State by Clayton County	*Extra

Please visit www.Travel.State.Gov for
current processing times

For life-or-death emergencies or urgent travel,
visit www.Travel.State.Gov or call (877) 487-2778