



## Passport Application Information

A passport application can be processed at the Waseca County Recorder's Office located at 307 North State Street, Waseca, MN from 8:00 a.m. to 4 p.m., Monday through Friday. 3:00 p.m. deadline for expedite applications. For questions, please call (507) 835-0671.

**All Applicants** must appear in person to apply for their own passport.

All Children age 15 and under must be accompanied by both parents with photo identification. Children 16 and 17 years of age need one parent's consent with photo identification.

### **You Will Need to Bring:**

1. A certified copy of your birth certificate, original naturalization certification, OR previous passport (even if it is no longer valid).
2. Valid driver's license or state issued identification card.
3. You will need to know:
  - a. Parent's full names and dates and places of birth.
  - b. Social security number
  - c. Full name(s), place(s) of birth, date(s) of birth, date(s) of marriage(s) or death(s) for each spouse or former spouse.

### **Fees:**

- Passport photos can be taken in our office for \$15.00 per set.
- **Adults age 16 and over** - \$110.00 payable in the form of check or money order only to Passport Services or U. S. Dept of State.
- **Minors age 15 or under** - \$80.00 payable in the form of check or money order to Passport Services or U.S. Dept of State.
- Filing fee of \$25.00 per passport is taken through our office payable to Waseca County Recorder's Office in the form of cash or check.
- Expedited service is available for an additional fee of \$60.00 plus express mail postage both ways. (2-4 week delivery) 3:00 p.m. deadline for expedite applications daily.
- Passport cards available. Valid for land border and sea ports of entry crossing between the U.S. and Canada, Mexico, Bermuda and Caribbean only. Information available upon request.

Please allow approximately 6 weeks for your passport to arrive.