PASSPORT BOOK/PASSPORT CARD CHECKLIST

To Receive Your Passport Within 6 Weeks:

Acceptance facilities include federal, state and probate courts, post offices, some public libraries and a number of county and municipal offices. Visit [http://travel.state.gov/passport](http://travel.state.gov/passport) for current passport information and to DOWNLOAD AN APPLICATION. You are encouraged to complete the application on-line and print.

The Stevens Point Post Office at 1320 Main Street, Stevens Point, WI (715) 344-8433, provides a complete passport application service including a $15.00 passport photo session by appointment only (Monday through Saturday). The Portage County Clerk of Courts office, second floor of the City-County Building, 1516 Church Street, Stevens Point WI (715) 346-1364, also provides a complete passport application service including a $15.00 passport photo session.

- Complete your application on-line or by using BLACK INK ONLY and DO NOT SIGN.
- The following items below will be sent in with the passport application. You will receive these back in the mail along with your passport:
  - Certified copy of your birth certificate with the raised seal or your previous passport. Under 16 needs both birth certificate and previous passport, if any. (Birth Certificates can be obtained at the Register of Deeds office in the County you were born).
  OR
    - Naturalization/Citizenship Certificate (Original, no copies accepted.)
  OR
    - Report of Birth Abroad (Original, no copies accepted.)
- Driver’s License or State Identification Card
- One passport photo taken within the last 6 months with a light/white background. PASSPORT PHOTOS TAKEN IN 009A NELSON HALL, UWSP – Call 715-346-3985 or email dmoore@uwsp.edu. The charge for photos will be billed directly to International Programs. Students unable to have photos taken at UWSP must make arrangements on their own (Walgreens, Walmart).
- **Check** or **Money Order** per application made payable to: **US DEPT OF STATE** (see amounts below):

<table>
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<tr>
<th>FEES</th>
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<tbody>
<tr>
<td>Passport Book (good worldwide) AIR</td>
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<tr>
<td>$110 if you are 16 or older</td>
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<tr>
<td>$ 80 if you are 15 or younger</td>
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<tr>
<td><strong>Passport Card</strong> (land/sea) <strong>NOT AIR</strong></td>
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<tr>
<td>$30 if you are 16 or older</td>
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<td>$15 if you are 15 or younger</td>
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- $25 cash, credit card or debit card, or personal check made payable to **Clerk of Courts or passport agency**. (Processing fee per application.)
EXPEDITED PASSPORT CHECKLIST

To Receive Your Passport Within 3 Weeks:

Obtain your application on-line at www.travel.state.gov. You are encouraged to complete the application on-line and print.

- Complete your application on-line or by using BLACK INK ONLY and DO NOT SIGN.

- The following items below will be sent in with the passport application. You will receive these back in the mail along with your passport:
  - Certified copy of your birth certificate with the raised seal or your previous passport. Under 16 needs both birth certificate and previous passport, if any. (Birth Certificates can be obtained at the Register of Deeds office in the County you were born).
  
  OR
  - Naturalization/Citizenship Certificate (Original, no copies accepted.)
  
  OR
  - Report of Birth Abroad (Original, no copies accepted.)

- Driver’s License or State Identification Card

- One passport photo taken within the last 6 months with a light/white background. PASSPORT PHOTOS TAKEN IN 009A NELSON HALL, UWSP – Call 715-346-3985 or email dmoore@uwsp.edu. The charge for photos will be billed directly to International Programs. Students unable to have photos taken at UWSP must make arrangements on their own (Walgreens, Walmart).

- Check or Money Order per application made payable to: US DEPT OF STATE (see amounts below):

  FEES (INCLUDES - $60.00 EXPEDITING FEE + $12.85 EXPRESS SHIPPING)

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<tr>
<th>Passport Book (good worldwide) AIR</th>
<th>Passport Card (land/sea) NOT AIR</th>
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<td>$182.85 if you are 16 or older</td>
<td>$90 if you are 16 or older</td>
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<tr>
<td>$152.85 if you are 15 or younger</td>
<td>$75 if you are 15 or younger</td>
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- $25 cash, credit card, debit card or personal check made payable to Clerk of Courts or passport agency. (Processing fee per application)

- One express mail envelope, label and postage from the post office; current postage cost $19.95.

Effective February 1, 2008, Public Law 106-113 and 22 CFR 51.28 requires both parents or legal guardians consent for passport issuance to children under age 16. (Both parents and the child must be present to sign for the child). Only one parent’s signature is required for children 16 and 17 years old. (Only one parent and the child are required to be present to sign).