PASSPORT CHECKLIST

Use **BLACK INK ONLY** (If you make an error, mark one line through the mistake and write the correct information above or next to the mistake)

- **Personally appear** with the completed **DS-11 application form**. (DO NOT SIGN) Regardless of age, all applicants and parents, if required, must be present when applying.

- **Certified copy of your birth certificate** with the raised seal and both parents first and last names listed. (If you were born in the State of Wisconsin you can purchase a certified copy of your birth certificate at the Register of Deeds office)
  - OR Naturalization/Citizenship Certificate (Original, no copies accepted)
  - OR Report of Birth Abroad (Original, no copies accepted)

- **Driver's License** (For applicant and/or parents)
  - OR State Identification Card

- **Passport Photo** taken within the last 6 months.

- *Minors age 15 and younger must be present with both parents during application acceptance. If one of the minor’s parents is unable to be present, a **DS-3053 Statement of Consent** can be completed and used in lieu of. The DS-3053 **must** be signed in front of a Notary Public and a photocopy of the parent’s Passport, Driver’s License, or State Identification Card must be submitted. The photocopy of the identification **cannot** be double-sided.

FEES

- One check, money order, or cash payment per application of $35.00 to “Waushara County Clerk” for processing charges.

- One check or money order made payable to the “U.S. Department of State.” No starter checks will be accepted. If applications are being submitted for a family unit, i.e., spouses, sibling groups, etc., one check or money order is acceptable.

<table>
<thead>
<tr>
<th>PASSPORT BOOK</th>
<th>PASSPORT CARD</th>
</tr>
</thead>
<tbody>
<tr>
<td>(International travel by air, sea, or land)</td>
<td>(International sea and land travel only)</td>
</tr>
<tr>
<td>$110.00/Application if you are 16 or older</td>
<td>$30.00/Application if you are 16 or older</td>
</tr>
<tr>
<td>$80.00/Application if you are 15 or younger</td>
<td>$15.00/Application if you are 15 or younger</td>
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</tbody>
</table>

APPOINTMENTS

Passport applications will be accepted by **APPOINTMENT ONLY**.

Please call **920-787-0442 Ext. 1** to schedule your appointment(s).

Appointment slots are available Monday through Friday starting at 8:15 a.m. to 3:30 p.m.

Appointments are slotted for a half an hour per application.