

**DICKINSON COUNTY RECORDER
P.O. BOX OE
SPIRIT LAKE, IOWA 51360
(712) 336-1495
Hours: 8:00 AM – 4:30 PM (Monday – Friday)**

PASSPORT APPLICATION INSTRUCTIONS:

1. Need Certified Copy of your birth certificate. (Must have a raised seal and shows a filing date with registrar to be within one year of your birth).
2. Need One (1) passport photo. These can be taken at Dickinson County Treasurer's Office, driver's license station 712-336-6277, Ken Olson Photography (**Call first** – 712-336-4632) or Wal-Mart in Spencer 712-262-5019.
3. ***Do not sign form.*** Needs to be signed in front of a Passport Agent. (Personnel at Recorder's Office). **For 17 years old and under, we will need to have both parents sign in front of us.**
4. You will need your driver's license or some other form of identifying document.
5. Allow at least **4 – 6 weeks** for processing.
6. Fill out in **BLACK** ink or Typewriter.

****PASSPORT BOOK YOU CAN FLY – PASSPORT CARD YOU CAN NOT FLY****

PASSPORT FEES:

Adults – 16 years of age & over	\$ 110.00 –US Department of State (<i>BOOK</i>)
Valid – 10 Years	\$ 30.00 - US Department of State (<i>CARD</i>)
	\$ 25.00 – Dickinson County Recorder
	\$ 5.90 - Postmaster
Children under 15 years of age	\$ 80.00 – US Department of State (<i>BOOK</i>)
Valid – 5 Years	\$ 15.00 - US Department of State (<i>CARD</i>)
	\$ 25.00 – Dickinson County Recorder
	\$ 5.90 - Postmaster

EXPEDITE FEES:

\$ 60.00 EXTRA per passport + \$12.72 for postage.
(Allow at least 2 to 3 weeks for processing)

If you are paying by check (Passport Services **WILL ONLY ACCEPT** a check or Money Order – **NO CASH**). Please make one check payable to the US Department of State for the appropriate fees, and one check payable to the Dickinson County Recorder.