


	U.S. Passport Book	U.S. Passport Card
Image		
Used For	<p><u>The U.S. Passport Book</u> may be used by U.S. citizens to travel by <i>any</i> means to <i>any</i> international travel destination</p>	<p><u>The U.S. Passport Card</u> may <i>only</i> be used by U.S. citizens to re-enter the United States at land border-crossings and sea ports-of entry when arriving from Mexico, Canada, the Caribbean and Bermuda.</p> <p>***CANNOT BE USED*** FOR AIR TRAVEL</p>
Validity	<p>16 and older: 10 years 15 and under: 5 years</p>	<p>16 and older: 10 years 15 and under: 5 years</p>

McKenzie County Courthouse Passport Acceptance Agency

Office Hours: Monday – Friday 8 AM to 12:30 PM & 1 PM to 4 PM

Call 701-444-3616, Option 1, for appointment or

Walk-ins will be worked in as time allows

****Need to use BLACK ink when filling out application form****

****DO NOT SIGN THE APPLICATION** PASSPORT AGENT MUST WITNESS YOUR SIGNATURE**

REQUIREMENTS

FORM: Certified copy of birth certificate
(NOT hospital copy with footprints or notification copy)

or Naturalization papers

or Old passport (if lost or stolen, must fill out form)

Original/Certified copy of document is sent with your application and is required to prove citizenship. The document will be mailed back to you within 2 weeks of receiving passport book/card.

PHOTO: One passport photo (must be recent photo and passport quality)

Photo may be taken at time of appointment for \$5.00

(NO DARK COLORS or WHITE)

PROOF OF IDENTITY: Must provide valid driver’s license/ID at time of submitting application.

****If driver’s license is not from ND, need second form of ID such as work ID, credit or debit card or school ID to be shown to Passport Acceptance Agent.**

****If your driver’s license has been issued less than one year ago, 3 of the following documents will be required:**

- | | | | |
|--------------------------|-------------|---------------------------|---------------|
| Social Security Card | Credit Card | Expired Passport | State ID Card |
| Expired Driver’s License | Employee ID | School or College ID Card | Library Card |

MINORS

Both parents must be present at the time of submitting application for a minor (unless one parent has obtained a form DS- 3053, Statement of Consent, from the parent who is unable to be present at the time of application or has Certified Copy of court documents).

Photocopies of parents’ drivers’ licenses or other ID forms must be included with child’s passport application.

****All minors (regardless of age) are required to be present to apply for a passport.**

****Certified copy of current marriage certificate is required for mother if married.**

Status: After 5-7 days, the status of your application will be on the passport website, travel.state.gov

Questions: Call National Passport Information Center at 1-877-487-2778.

Automated information is available 24 hrs a day, 7 days a week.

****Credit Card or Debit Card CANNOT be used for paying fees****

PASSPORT BOOK ONLY (AGE 16 or OLDER)		
FIRST PAYMENT		
PASSPORT BOOK (Routine 5-6 weeks)	\$110.00	Payable by check, money order or cashier's check to: U.S. Department of State
OR		
PASSPORT BOOK (Expedited 3 weeks)	\$185.45	Payable by check, money order or cashier's check to: U.S. Department of State Book fee (\$110.00) Expedite fee (\$60.00) and Overnight delivery fee (\$15.45) Need to go to U.S. Post Office and get Express envelope, label, stamp and bring to passport appointment (Need one per family) \$23.75
SECOND PAYMENT		
PROCESSING FEE	\$25.00	Payable by check or cash to: McKenzie County Courthouse
PHOTO	\$5.00	Payable by check or cash to: McKenzie County Courthouse

PASSPORT BOOK ONLY (AGE 15 or YOUNGER)		
FIRST PAYMENT		
PASSPORT BOOK	\$80.00	Payable by check, money order or cashier's check to: U.S. Department of State
OR		
PASSPORT BOOK (Expedited 3 weeks)	\$155.45	Payable by check, money order or cashier's check to: U.S. Department of State Book fee (\$80.00) Expedite fee (\$60.00) and Overnight delivery fee (\$15.45) Need to go to U.S. Post Office and get Express envelope, label, stamp and bring to passport appointment (Need one per family) \$23.75
SECOND PAYMENT		
PROCESSING FEE	\$25.00	Payable by check or cash to: McKenzie County Courthouse
PHOTO	\$5.00	Payable by check or cash to: McKenzie County Courthouse

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PASSPORT CARD ONLY (AGE 16 or OLDER)		
FIRST PAYMENT		
PASSPORT CARD (Routine 5-6 weeks)	\$30.00	Payable by check, money order or cashier's check to: U.S. Department of State
OR		
PASSPORT CARD (Expedited 3 weeks)	\$90.00	Payable by check, money order or cashier's check to: U.S. Department of State Card fee (\$30) and Expedited fee (\$60) Need to go to U.S. Post Office and get Express envelope, label, stamp and bring to passport appointment (Need one per family) \$23.75
SECOND PAYMENT		
PROCESSING FEE	\$25.00	Payable by check or cash to: McKenzie County Courthouse
PHOTO	\$5.00	Payable by check or cash to: McKenzie County Courthouse

PASSPORT CARD ONLY (AGE 15 OR YOUNGER)		
FIRST PAYMENT		
PASSPORT CARD (Routine 5-6 weeks)	\$15.00	Payable by check, money order or cashier's check to: U.S. Department of State
OR		
PASSPORT CARD (Expedited 3 weeks)	\$75.00	Payable by check, money order or cashier's check to: U.S. Department of State Card fee (\$15) and Expedited fee (\$60) Need to go to U.S. Post Office and get Express envelope, label, stamp and bring to passport appointment (Need one per family) \$23.75
SECOND PAYMENT		
PROCESSING FEE	\$25.00	Payable by check or cash to: McKenzie County Courthouse
PHOTO	\$5.00	Payable by check or cash to: McKenzie County Courthouse

****Credit Card or Debit Card CANNOT be used for paying fees****

PASSPORT BOOK & CARD (AGE 16 or OLDER)		
FIRST PAYMENT		
(Routine 5-6 weeks)	\$140.00	Payable by check, money order or cashier's check to: U.S. Department of State Book fee (\$110) and Card Fee (\$30)
OR		
(Expedited 3 weeks)	\$215.45	Payable by check, money order or cashier's check to: U.S. Department of State Book Fee (\$110) Card fee (\$30) Expedited fee (\$60) and Overnight delivery (\$15.45) Need to go to U.S. Post Office and get Express envelope, label, stamp and bring to passport appointment (Need one per family) \$23.75
SECOND PAYMENT		
PROCESSING FEE	\$25.00	Payable by check or cash to: McKenzie County Courthouse
PHOTO	\$5.00	Payable by check or cash to: McKenzie County Courthouse

PASSPORT BOOK & CARD (AGE 15 OR YOUNGER)		
FIRST PAYMENT		
(Routine 5-6 weeks)	\$95.00	Payable by check, money order or cashier's check to: U.S. Department of State Book fee (\$80) and Card fee (\$15)
OR		
(Expedited 3 weeks)	\$170.45	Payable by check, money order or cashier's check to: U.S. Department of State Book Fee (\$80) Card fee (\$15) Expedited fee (\$60) and Overnight delivery (\$15.45) Need to go to U.S. Post Office and get Express envelope, label, stamp and bring to passport appointment (Need one per family) \$23.75
SECOND PAYMENT		
PROCESSING FEE	\$25.00	Payable by check or cash to: McKenzie County Courthouse
PHOTO	\$5.00	Payable by check or cash to: McKenzie County Courthouse

