

McKenzie County Courthouse – Passport Acceptance Office



U.S. Passport Book may be used by U.S. citizens to travel by *any* means to *any* international or domestic (U.S.) travel destination.



U.S. Passport Card is valid only for re-entry into the U.S. at land border-crossings and sea ports-of-entry when arriving from Canada, Mexico, Bermuda and Caribbean. It can also be used for domestic flights within the U.S.

CANNOT BE USED FOR INTERNATIONAL AIR TRAVEL

Passport is Valid: Minors (15 & under): 5 yrs Adults (16 & older): 10 yrs

BY APPOINTMENT ONLY

Call 701-444-3616, Option 1, for scheduling

➤ **Forms are required to be filled out prior to appointment time – **Black Ink Only****

*Pick up forms from office or fill out and print off one-sided from website, travel.state.gov

***Do Not Sign the Application Form**

➤ **PHOTO:**

McKenzie County Farmer Newspaper on Main St. **Call for appointment, 701.842.2351.**

Take photo one day and pickup the photo the next day.

CVS Pharmacy or Walmart

What to bring to appointment:

1. Passport Form
2. Certified copy Birth certificate, Naturalization, U.S. Citizenship, or U.S. Birth Abroad certificate
3. Expired/Current Passport book/card if available
4. ID: Current Driver's license/State ID
5. Passport Color Photo

***If Driver's License has been issued less than one year:** Bring 4 items in case it is needed: one debit/credit card, Social Security Card, expired Driver's license, vehicle registration card, insurance card, workplace ID, TWIC card or any card that has your picture on it. Items can be from previous years.

****Other documents you may wish to bring in case the situation requires them:** certified copy of marriage certificate, divorce papers, custody papers, guardianship papers or name change document.

Minors (15 and under) - All parents listed on the child's birth certificate need to be present. If unable, a consent form needs to be completed/notarized before processing.

16 & 17 – One parent needs to be present.

Fees

Payment #1

Check or Money Order Only – EACH APPLICATION NEEDS SEPARATE PAYMENT

Made out to: **U.S. Department of State**

Passport Fees		
ITEM	ADULT (16 & Older)	Minor
Passport Book	\$130	\$100
Passport Card	\$30	\$15

Optional Fees for Expedite Passport Processing

(Add amounts to Passport Fees check)

Expedite Processing Fee/application	\$60
1-2 Day Delivery to You/application – (Book Only)	\$19.53

Payment #2

Check or Money Order Only – ONE CHECK FOR ALL

Made out to: **McKenzie County - \$35.00/Each Application**

If Expediting to Passport Agency, ADD - Priority Mail Express Fee - \$30.45/up to 7 applications
