***Rev 10.15.2019***

***McKenzie County Courthouse Passport Acceptance Agency***

Office Hours: Monday – Friday 8:30 AM to 11:30 AM and 1 PM to 3 PM

Call 701-444-3616, Option 1, for Appointment or Walk-ins will be worked in as time allows

**\*\*Use** **BLACK INK** **for filling out forms\*\***

 **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.

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

 **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 also can be used for domestic flights in the U.S. ***CANNOT BE USED FOR INTERNATIONAL AIR TRAVEL***.

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

**\*\*DO NOT SIGN THE APPLICATION\*\***

**What to bring:**

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

\*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

1. Photo: Bring photo or have photo taken at time of processing ($5). *Do not wear white, camo or sleeveless).*

**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.

\*\*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.

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| ***\*\*Two SEPARATE payments will be due\*\**** |
| **APPLICATION FEE TO: *U.S. Dept. of State*** **(Per Individual: Check or Money Order Only)** |  | **PROCESSING FEE TO: *McKenzie County*****(One Check, Money Order or Cash Only)** |
| **Adult (16 & Older)** | **Minor** | **Routine**: |
| Routine (6-8 wks) Passport Book $110 | $80 |  You bring Photo $35 (processing fee) |
| Routine Passport Card $30 | $15 |  Photo done here $40 ($5 + $35 processing) |
| Routine Passport Book & Card $140 | $95 |  |
|  |  |  |
| **Expedited** (3 weeks) Passport Book $186.48 | $156.48 |  **Expedited**: **(CASH ONLY)** |
| **Expedited** Passport Card $90 |  $75.00 |  You bring Photo $60.50  |
| **Expedited** Passport Book & Card $216.48 | $171.48 |  Photo taken here $65.50 |

**Expedited** **Application Fees** include:

 Cost of book/card + $60 (expedited fee) + $16.48 (overnight delivery service (*book only*)

**Expedited Processing Fees** include:

 $35 (processing fee) + $5 (Photo if done here) + $25.50 (Priority Express Mail postage)