

WASHINGTON COUNTY CLERK'S OFFICE

432 E. Washington Street, Room 2027
West Bend, WI 53095
262-335-4301

Checklist: Passport Application for an Adult

(For First Time Applicants or Those Not Qualifying to Renew Using DS-82)

- Completed DS-11 form** (on travel.state.gov or in County Clerk's office). Use **black ink** and *do not use white out*. Parental information is required of all applicants. Emergency contact should be someone not traveling with you. Do not sign form.
- Passport Photo** (Available in County Clerk's office for \$11). School photos are not accepted. Please avoid white or light colored clothing.
- One Certified Birth Certificate** (Government issued with seal and full names of parents.) Photocopies, Birth Registrations and hospital certificates are not acceptable.
- Expired Passport (if relevant):** If you are renewing but don't qualify to renew on your own using a DS-82, and expired passport is in your possession, bring your expired passport to send as your evidence of citizenship *in place of two birth certificates*. Expired passport will be returned to you.
- Government Issued Photo ID (Driver's License, State ID, Passport, or Military ID)**
- Check Book** (two separate payments – please refer to our website for current fees):
 - One check to U.S. Department of State for each passport (and expedite charge, if relevant). Check, cashier's check, or money order are only acceptable forms for this payment.
 - One check (or cash) to Washington County Clerk for processing fee (and photo, if relevant). Out of state checks are not accepted.

Credit and debit cards are not accepted for either payment.

Hours for application are **8:15 a.m. – 3:30 p.m.** Monday – Friday.

For additional details on requirements, please visit co.washington.wi.us.