

WASHINGTON COUNTY CLERK'S OFFICE
432 E. Washington Street, Room 2027
West Bend, WI 53095

Checklist: Passport Application for Adult Renewals Using DS-82 Form

Please review the five questions on front of application to confirm that you qualify.

This process requires you to mail your application yourself.

- Completed DS-82 form** (on travel.state.gov or in County Clerk's office). Use **black ink** and *do not use white out*. Send two completed application pages. Phone number and website on the application cover page can be used to track application status or obtain additional information if needed.
- Recent Passport Photo** (Available in County Clerk's office for \$11, check or cash). Please avoid white or light colored clothing.
- Expired Passport** - Expired passport will be returned under separate cover from new passport.
- Check to U.S. Department of State** - If renewing multiple passports, attach one check to each application.
- Additional Documentation, if relevant** (ex: Marriage License to prove name change – see instructions on DS-82 form for details).
- Large Envelope** (Mail to Routine Service address on application for standard 4-6 week processing, or Expedited Service address on application for 2-3 week processing). Multiple renewal applications can be mailed in one envelope.
- See Attached Application Sample** for application and assembly instructions, and current fees.

Questions can be emailed to passports@washcowisco.gov