

## WASHINGTON COUNTY CLERK'S OFFICE

432 E. Washington Street, Room 2027  
West Bend, WI 53095

**Appointment Required**

Email [passports@washcowisconsin.gov](mailto:passports@washcowisconsin.gov) for hours and appoint availability

# 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](http://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.\***