

WASHINGTON COUNTY CLERK'S OFFICE

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

Appointment Required

Email passports@washcowisconsin.gov for hours and appoint availability

Checklist: Passport Application for a Minor

(For Both First Time Applicants and Renewals)

- Completed DS-11 form** (on travel.state.gov or in County Clerk's office). Use **black ink** and *do not use white out*. List parent's name in "Address Line 2". Emergency contact should be someone not traveling with you. Do not sign form until given oath.
- 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 existing passport is provided to renew for applicants age 15 and under, **only one birth certificate is required**. Renewing applicants age 16 and 17 who provide their existing passport do not need to provide a birth certificate.
- Government Issued Photo ID (Driver's License, State ID, Valid Passport, or Military ID)** for each parent present. Applicants age 16 and 17 need to provide a driver's license or school photo ID.
- Applicants age 15 and under, child and both parents must be present.**
- Applicants age 16 and 17, child and one parent must be present.**
- 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.