



# Sioux County Recorder's Office

Anita K. Van Bruggen Recorder/Registrar  
Box 48  
Orange City, Iowa 51041-0048  
Phone (712) 737-2229 Fax: (712) 737-3032  
recorder@siouxcounty.org

**PLEASE CALL THE RECORDER'S OFFICE AT 712-737-2229 TO MAKE AN APPOINTMENT WHEN APPLYING FOR A PASSPORT.**

## PASSPORT APPLICATION INSTRUCTIONS:

1. Certified Birth Certificate – (BOTH parents' names need to be listed on birth certificate) OR Original Naturalization Paper. Minor adopted children also need to have a certified copy of adoption decree. NO hospital or census certificates.
2. One (1) 2"x 2" Color passport photo for each applicant. NOTE: Eye Glasses need to be removed for passport photos.
3. Government Issued Photo ID (Driver's license or Non-drivers ID). Out of state ID's need to present a 2<sup>nd</sup> form of ID (school ID, library card, credit or debit card).
4. Applications must be filled out in **BLACK INK – DO NOT USE WHITE OUT**
5. Applications must be signed in the Recorder's Office with the Passport Acceptance Agent. YOU MUST HAVE ITEMS 1-3 ABOVE BEFORE YOUR APPLICATION CAN BE SIGNED & ITEMS 1&2 NEED TO BE SENT IN WITH YOUR APPLICATION.
6. Allow 8 weeks for processing

### Passports for children:

- Children age 0-15 BOTH parents & children must be present. Parents must show photo ID & sign for children.
- Children ages 16 & 17, ONE parent must be present with applicant. Both must sign & show photo ID.

### Passport Fees:

Adults – 16 years of age & over  
Valid for 10 years

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Children under 15 years of age  
Valid for 5 years

### **CHECK OR MONEY ORDER:**

\$110.00 - US Department of State  
**(BOOK)**

\$30.00 - US Department of State  
**(CARD)**

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\$80.00 – US Department of State  
**(BOOK)**

\$15.00 - US Department of State  
**(CARD)**

\$25.00 (CASH OR CHECK) payable to the Sioux County Recorder

### Expedite Fees:

\$60.00 EXTRA for each passport + postage to US Department of State

Express mail fee to Sioux County Recorder

Allow 3 weeks for processing

Passport Applications are also available at: [www.travel.state.gov](http://www.travel.state.gov)