



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

PASSPORT RENEWAL INSTRUCTIONS:

If you can answer "YES" to the following, then you can renew your Passport Book or Passport Card:

1. Submit most recent passport book or passport card.
2. Age was 16 years or older when most recent passport book or card was issued.
3. Most recent passport book or passport card was issued less than 15 years ago.
4. If your name has changed due to marriage or court order, you need to submit a certified copy of marriage certificate or certified copy of court order to reflect name change.

APPLICATIONS MUST BE FILLED OUT IN BLACK INK – DO NOT USE WHITE OUT.

YOU WILL NEED TO MAIL THE FOLLOWING IN WITH YOUR DS-82 APPLICATION FOR PASSPORT RENEWAL:

1. Most recent passport book or passport card.
2. One (1) 2" X 2" color passport photo – NOTE: Eye Glasses need to be removed for passport photos.
3. Certified copy of your marriage certificate or court order, if your name has changed.
4. \$110.00 CHECK OR MONEY ORDER payable to US Department of State. Print name & date of birth of each applicant on check.
5. Allow 8 weeks for processing
6. DO NOT fold applications. Applications should be mailed in a large envelope.

NOTE: if you would like our office to mail your application, it will be \$3.35 for certified mail.

Mail Renewal Application to:
National Passport Processing Center
PO Box 90155
Philadelphia, PA 19190-0155

Expedite Fee - \$60.00 + postage, allow 3 weeks for processing

Mail Expedited Renewal Application to:
National Passport Processing Center
PO Box 90955
Philadelphia, PA 19190-0955