



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 2nd 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

\$110.00 - US Department of State
(BOOK)

\$30.00 - US Department of State
(CARD)

Children under 15 years of age
Valid for 5 years

\$80.00 – US Department of State
(BOOK)

\$15.00 - US Department of State
(CARD)

\$35.00 (CASH OR CHECK) payable to the Sioux County Recorder

CHECK OR MONEY ORDER:

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