

## Passport Information

To apply for a new passport and/or a passport card you will need the following:

- 1.) Passport Application Form DS-11 (We have in our office or they are available online)
- 2.) Certified Birth Certificate
- 3.) Passport photo
- 4.) A valid form of photo identification such as a driver's license

Passport Book:

- Age 16 and over - \$130 check or money order payable to "US Department of State" plus \$35 execution fee payable to Juneau County Clerk. The execution fee may be cash, check, or credit.
- Age 15 and under - \$100 check or money order payable to "US Department of State" plus \$35 execution fee payable to Juneau County Clerk. The execution fee may be cash, check, or credit.

Passport Card Fees:

- Age 16 and over - \$30 check or money order payable to "US Department of State" plus \$35 execution fee payable to Juneau County Clerk. The execution fee may be cash, check, or credit.
- Age 15 and under - \$15 check or money order payable to "US Department of State" plus \$35 execution fee payable to Juneau County Clerk. The execution fee may be cash, check, or credit

Passport Book and Card:

- Age 16 and over - \$160 check or money order payable to "US Department of State" plus \$35 execution fee payable to Juneau County Clerk. The execution fee may be cash, check, or credit.
- Age 15 and under - \$115 check or money order payable to "US Department of State" plus \$35 execution fee payable to Juneau County Clerk. The execution fee may be cash, check, or credit

**Processing times: (As of 03/24/23)**

- **Routine**            **10-13 weeks**
- **Expedited**        **7 - 9 weeks (Additional Fee)**

Optional Fees: (Paid to US Department of State)

- Expedite Fee – Paid per application, in addition to required fees. \$60
- 1-2 Day Delivery – Paid per application for 1-2 day delivery of an issued passport book from the Department of State to the customer. (Not valid for passport cards) \$19.53

Optional Fee: (Paid to Acceptance Facility)

- 1-2 Day Delivery to U.S. Department of State from acceptance facility.