

# *Brown County, Minnesota*



## **PASSPORT APPLICATION INFORMATION**

Applications can be processed at the Recorder's Office in the Brown County Courthouse at 14 South State Street, New Ulm, Minnesota, Monday through Friday, 8-4:00. Telephone Number 507-233-6653.

**ALL APPLICANTS** must appear in person and use **black ink only** to complete the application. Applications can be picked up at the Brown County Recorder's Office or completed online at [travel.state.gov](http://travel.state.gov). Please make sure to print each of the pages individually, not front to back.

**ALL CHILDREN** (under 16 years of age) require both parents' consent to obtain a passport. We have consent forms in our office or can be found at [travel.state.gov](http://travel.state.gov). This form should be used only for special circumstances or legitimate reasons for one of the parents being unable to accompany the child. Call for details if one parent is unable to come in. A copy of both sides of the absent parent's driver's license is MANDATORY.

**Inconvenience is not an excuse for being unable to come in.** Children 16 to 17 years old need just one parent's consent. **ALL MUST APPEAR IN PERSON AT THE SAME TIME.**

### **You Will Need to Bring:**

1. A **certified** copy of your birth certificate (not the hospital one), **original** naturalization certification, OR previous passport (even if it is no longer valid). Children 15 and under, who are submitting a previous passport, need to bring a **certified** birth certificate in addition to the passport.
2. Valid driver's license or state-issued identification card (we may need more information for state-issued identification cards and out of state cards).
3. You will need to know:
  - a. Parents' full name, birth date and place of birth.
  - b. Applicant's social security number.
  - c. Full name(s), place(s) of birth, date(s) of marriage(s) or death(s) for each spouse or former spouse.

### **Passport Book Fees:**

- Passport photos can be taken at our office for \$15.00.
- Adults Age 16 and Over – \$130.00 payable in the form of **check or money order to the U.S. Department of State.** These will be valid for a period of 10 years.
- Minors Age 15 and Under - \$100.00 payable in the form of **check or money order to the U.S. Department of State.** These will be valid for a period of 5 years.
- Filing fee of \$35.00 per passport payable to **Brown County Treasurer** by check, cash or credit card (a \$2 service fee will be added to all credit card transactions).
- Expedited service is available for an additional \$60.00 **plus** Express Mail postage both ways. Expedited passports will arrive in approximately 3 weeks.

### **Passport Card Fees: (Same process as passport book to apply, however the card cannot be used to travel internationally by air.)**

- Fee is \$30.00 for applicants 16 and over. Valid for a period of 10 years.
- Fee is \$15.00 for applicants 15 and under. Valid for a period of 5 years.
- \$35.00 filing fee per passport to Brown County Treasurer applies as well.
- Expedited service is available as above with the exception that Express Mail is only one way.

**DO NOT SIGN APPLICATION PRIOR TO SUBMITTING IT TO US FOR REVIEW!!!**