

## COUNTY CLERK PASSPORT HOURS: BY APPOINTMENT ONLY

1. Passport Application DS-11 (unsigned) is available at the Kenosha County Clerk's Office or online at [www.travel.state.gov](http://www.travel.state.gov), printed on separate pages, not back to back. The application must be completed in **BLACK INK**. Do not scribble or use white-out. Applicant must submit the **unsigned** application in person.
2. **Submit Primary Evidence of U.S. Citizenship. (Electronic versions are NOT acceptable)**  
*(Certified Copy or Original Certificate must be submitted with the application and will be returned to you by the U.S. Passport Agency)*
  - Previously Issued, undamaged U.S. Passport
  - Certified Birth Certificate issued by the city, county, or state\*, **must list parent's full names**, no matter what age of applicant- must be in acceptable condition, it cannot be torn, taped, or have holes
  - Consular Report of Birth Abroad or Certification of Birth – **must list parent's full names**, no matter what age of applicant- must be in acceptable condition, it cannot be torn, taped, or have holes
  - Naturalization Certificate – must be the original
  - Certificate of Citizenship – must be the original

\*A **Certified Birth Certificate** has a registrar-raised, embossed, impressed, or multicolored seal, registrar's signature, and the date the certificate was filed with the registrar's office, which must be within 1 year of your birth. Please note, some short (abstract) versions of birth certificates may not be acceptable for passport purposes.

3. A **current** valid State issued driver's license OR a State Identification Card with additional forms of photo identification. \*\* **Out of State ID's** also require additional identification documentation.\*\* (see page 2)
4. One **COLOR** passport photo; full front view with a plain white background, normal street attire, **NO GLASSES**, no hats or headgear. **No** camouflage, uniforms, or military attire.  
**Do not attach photos to the application.**

**Passport Photos** may be taken at the Kenosha County Clerk's Office for \$12.00 per person.

If an application is for a **CHILD UNDER 16 YEARS OF AGE, PARENTS LISTED ON THE CERTIFIED BIRTH CERTIFICATE MUST BOTH APPEAR** with their driver's license or state ID, and the child must also be present. Even if the child has had a previous passport, you also need to submit a "Certified Birth Certificate" to show the child's relationship with the parents. Whether Form DS-3053 is used, or the same information is provided on other paper, the Statement of Consent by non-applying parents for children UNDER THE AGE OF 16 **MUST BE NOTARIZED** and **MUST ALSO INCLUDE A COPY OF THE FRONT & BACK OF THE NON-APPLYING PARENT'S ID.**

### \*\*\*SPECIAL NOTE REGARDING MINORS\*\*\* establishing child/parent relationship

If the mother's current name on her identification does not match the child's name, proof of the name change needs to be submitted with the application and/or minor consent form. Examples would be a Certified Copy of the Marriage Certificate or a Certified Copy of the Court Document.

**TURN OVER FOR FEE SCHEDULE** 

# TWO SEPARATE PAYMENTS:

## (1) U.S. DEPT. OF STATE AND (2) COUNTY CLERK

(1) Passport Application Fees and any Additional Services Fees:

- **ONLY Checks and money orders** payable to "U.S. Department of State"
- **Credit and debit cards CANNOT be accepted**

Optional Fees per application - payable to "U.S. Department of State"

- Expedite Fee - \$60.00
- Express Mail (1-2 Day) Return\* - \$19.53

	ADULT – 16 YEARS OR OLDER	MINOR – UNDER 16 YEARS OF AGE
<b>PASSPORT BOOK ONLY</b>	Payable to: <b>US DEPT OF STATE</b>	Payable to: <b>US DEPT OF STATE</b>
Routine Service	\$ 130.00 (check or money order only)	\$ 100.00 (check or money order only)
Expedited	\$ 190.00	\$ 160.00
<b>PASSPORT CARD ONLY</b>		
Routine Service	\$ 30.00	\$ 15.00
Expedited	\$ 90.00	\$ 75.00
<b>PASSPORT BOOK &amp; CARD</b>		
Routine Service	\$ 160.00	\$ 115.00
Expedited	\$ 220.00	\$ 175.00

Routine & Expedite Service times vary depending upon the number of passport applications received for processing and mail delays. Processing times begin the day the Passport Agency receives the application, not the day it is mailed.

(2) **\$35 Passport Acceptance Fee per application** - paid separately to the "County Clerk":

- Cash
- Personal Checks and Money Orders payable to the "County Clerk"
- Credit/Debit cards (+ Convenience fee)

Optional Fees per application - payable to the "County Clerk":

- Express Mail (1-2 Day) to Passport Agency - \$30.45
- **Passport Photo Fee - \$12.00**

### ALL PRICES ARE SUBJECT TO CHANGE

\*Express Mail (1-2 Day) Return applies only to the Passport Book. The card cannot be sent via Express Mail return.

**Urgent travel? Need a passport quickly?** Visit the U.S. Department of State's Online Passport Appointment System at: <https://passportappointment.travel.state.gov/> to make an appointment or call 1-877-487-2778 for assistance.

\*\*When additional Identification is required to establish identity these are some personal documents that may be considered: Professional ID, Government ID (Federal, State, Municipal), Student ID (school or college), Driver's License, Military discharge, Selective Service Registration Card and/or Classification card, DD-214, Official Military ID, Union membership card, Professional license (pilot, nurse, beautician, x-ray technician, etc.), Business Card, Medicare Card, Welfare Card, Marriage certificate, Divorce decree, School or College diploma and/or transcript, Credit card (If a credit card is presented as the second ID, a photocopy will not be submitted, document type, full name, and issuance date will be notated on the whitespace of the photocopy of the primary identification), Insurance papers, Expired passport, Baptismal certificate, Voter registration card, Vehicle registration and/or title, Birth Certificates of children born to you. Copies will be made and sent with the application for consideration.

Kenosha County Administration Building  
Kenosha County Clerk's Office  
1010 56<sup>th</sup> St.  
Kenosha, WI 53140  
262-653-2552

**County Clerk Passport Hours:**

**BY APPOINTMENT ONLY** – [kenoshacounty.timetap.com](http://kenoshacounty.timetap.com)

Payment for US Dept. of State **MUST BE** Check or Money Order

**We cannot accept Cash/Credit/Debit for the US Dept. of State Passport Fees**