

**Call 295-5660 to confirm availability of the agent**

**Kim Doughan—Passport Agent**

Kossuth County Recorder's Office

114 W. State Street

Algona, IA 50511

[kdoughan@co.kossuth.ia.us](mailto:kdoughan@co.kossuth.ia.us)

**Below is a list of items needed to apply for a passport:**

1. We can take the photo (passport size specifically) for \$15.00
2. Certified copy of your birth certificate from the county or state you were born in. (must have raised seal & both parents listed) also the Certificates that have the foot/hand prints will not work

3. Fees to the US Dept. of State can only be a personal check or Money order:

Passport book: \$110.00 for 16 & older -- \$80.00 for 15 & under

Can't fly with this--- Passport card: \$30.00 for 16 & older -- \$15.00 for 15 & under

Expedite fee \$60.00 additional for each passport/card

Fees to the Recorder can be personal check, cash, money order or Credit/debit card:

Processing fee of \$35.00 and any photos of \$15.00

**\*\* The \$35.00 fee is not charged when adults 16 & over with fully valid passport books apply for the card using the DS-82 form.**

4. Complete passport application in black ink and then you must return in person with your driver's license.
5. Children under the age of 16 must appear in person with both parents. Children age 16 & 17 only need one parent.
6. Do not sign the application until you are here in person, we must witness this.
7. Please allow 4-6 weeks for regular processing 2-3 weeks for expedites. Passports will be delivered to the address on the form.