

CALUMET COUNTY CLERK OF CIRCUIT COURT

CONNIE DAUN, CLERK

206 Court Street
Chilton, WI 53014

Chilton - (920) 849-1414
Toll Free- (833)-620-2730

THE FOLLOWING IS NECESSARY TO OBTAIN A PASSPORT BOOK / CARD:

1. **Certified Copy** of your Birth Certificate **and** a photocopy
2. 1 Picture (2" x 2") - May be obtained from Walmart, Walgreens, Post Office
3. A **Check or Money Order (ONLY)**, for each applicant, made payable to the **U.S. DEPT. OF STATE**.
PASSPORT BOOK: \$110.00 for adult ---- \$80.00 for minor (under 16 years of age)
PASSPORT CARD: \$30.00 for adult ---- \$15.00 for minor (under 16 years of age)
Passport Card is valid for land/sea travel between the U.S. and Canada, Mexico, Bermuda, & the Caribbean ONLY.
4. \$35.00 Fee for the Execution of the Passport Application
(Must be separate from Passport Agency Check - can be either cash or check made payable to **CLERK OF COURT**)
5. Some form of picture Identification (Valid Driver's License or Valid Identification Card)
6. Birth Date and Birth Place of both parents and spouse.
7. Name, address and telephone number of someone to notify in case of an emergency. (Someone not traveling with you)
8. Social Security Number
9. Please allow a minimum of 30 minutes for the completion of your passport application. The Courthouse is open from 8:00 am through 4:30 pm. The Clerk of Court office is open through the noon hour.

Please note: Do NOT sign the application until you are in front of an authorized passport agent. Thank you!

EXPEDITED SERVICES: *If you need a passport sooner than six weeks, you must pay an additional \$60.00 processing fee plus a postage fee of \$16.48 to the U.S. Dept. of State for expedited service. There is also an additional postage fee of \$25.50 made payable to the Clerk of Courts office.*

Total for expedited service – BOOK - US Dept of State - \$186.48 (adult) \$156.48 (child under 16 yrs)
CARD - US Dept of State - \$90.00 (adult) \$75.00 (child under 16 yrs)
(Overnight Return Delivery Service is NOT available for cards)
Clerk of Courts - \$60.50 (fees may vary depending on number of applicants)

REQUIREMENT FOR CHILDREN

As of February 1st, 2008, Congress passed a new law (Code of Federal Regulations, Title 22, Section 51.28). It requires the signatures of **BOTH** parents on U.S. Passport applications for children **under age 16.**

Updated 02/18/2019