Passport Applications

Passport processing and/or pictures are by appointment only. Call 701-683-6115

Notice: As of June 1, 2009, persons crossing national borders by land and sea will need a passport book or passport card.

Applications

Passport forms can be obtained from the County Recorder's Office or the passport website. <http://travel.state.gov/passport/>  If you are printing the form from the website, forms must be two single pages. Do not sign the application, it must be signed in person when you are in the office to apply. Normal processing time is approximately 7-10 weeks.

\*\*\*Please note: The Ransom County Recorder's Office cannot accept U.S. Passport Renewal Applications (Form DS-82). These applications are required to be sent in by the applicant themselves.

| Type of Passport, Age of Applicant (One payment to US Dept. of State and one payment to Ransom County Recorder) | Total Fees |
| --- | --- |
| Book, 16 and Older  $130.00 to US Dept. of State   $35.00 to Ransom County Recorder | $165 |
| Book, Under 16 $100.00 to US Dept. of State  $35.00 to Ransom County Recorder | $135 |
| Card, 16 and Older $30.00 to US Dept. of State  $35.00 to Ransom County Recorder | $65 |
| Card, Under 16 $15.00 to US Dept. of State  $35.00 to Ransom County Recorder | $50 |

 \*\*Passport photos now being taken for an additional $20.

\*\*\*Please note payment requirements\*\*\*

Payment to the RANSOM COUNTY RECORDER can accept cashier's check, money order, cash.

NO PERSONAL CHECKS ACCEPTED FOR THIS PAYMENT

 Payment to the U.S. DEPARTMENT OF STATE can be cashier's check, money order, personal check.

        NO CASH OR CREDIT CARD ACCEPTED FOR THIS PAYMENT TO THE US. DEPT OF STATE

Processing Times

The processing times only include the time your application is at one of our passport agencies or centers. Mailing times are NOT included in processing times. The total time to get your passport includes both processing and mailing times. It may take up to 2 weeks for applications to arrive by mail at a passport agency or center, and up to 2 weeks for you to receive a completed passport in the mail after we print it.

Consider the total time it will take to receive your passport when you are booking travel.

[Current Processing Times (applied on or after November 6, 2023)](https://travel.state.gov/content/travel/en/passports/how-apply/processing-times.html)

|  |  |
| --- | --- |
| Routine | 7 to 10 weeks |
| Expedited | 3 to 5 weeks |

OPTIONAL FEES (Paid to the U.S. Department of State)

Expedite Fee: Paid per application, in addition to required fees. Provides faster processing than routine service. $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. Only applies to mailing addresses within the United States. Not valid for passport cards. $19.53

Application Requirements

One passport photo is required.

* Proof of citizenship
  + Certified copy of birth certificate or previous passport unless issued under the age of 16 years old
  + Previous U.S. passport
  + Certificate of naturalization
  + Certificate of citizenship
* Photo identification
  + Government employee identification card, either federal, state, or municipal
  + A state-issued driver's license (not a temporary or learner's permit)
  + Aircraft pilot's license issued by the Department of Transportation or the FAA
  + Official military identification card