

Black Hawk County Passport Center Hours - 8:00 AM - 3:30 PM

The following items are needed to apply for a passport:

1. A completed DS-11 Form. We have blank forms available for applicants to complete at the courthouse, but they are also available online. Each applicant can print a blank form and fill it out (**in black ink only**) before they arrive, saving the applicant time. Use this link to download a blank form: https://eforms.state.gov/Forms/ds11_pdf.PDF.
2. A certified copy of the applicant's birth certificate. It should include the applicant's parents' birth names and have a registrar's raised, embossed, impressed, or multicolored seal.
3. If the applicant wants to renew an old passport, they can submit the old passport instead of a certified copy of their birth certificate.
4. A 2" x 2" passport photo with a white or light gray background. The photo must be a front view of the applicant, recent, and in color. We take passport photos in our office for a \$15.00 fee.
5. A current driver's license, government-issued identification, or a previous passport.
6. There are **TWO separate fees** required for a passport. The breakdown of the payments is as follows:

PASSPORT BOOK

| Payment to | Cost | Type of payment accepted |
|--------------------|----------------------------|-------------------------------------|
| U.S. Dept of State | \$130 - adults (16+) | Check or Money Order |
| U.S. Dept of State | \$100 – 15 years & younger | Check or Money Order |
| BHC Recorder | \$35 | Check, Money Order, Cash, or Credit |
| BHC Recorder | \$50 (includes photo) | Check, Money Order, Cash, or Credit |

PASSPORT CARD

| Payment to | Cost | Type of payment accepted |
|--------------------|---------------------------|-------------------------------------|
| U.S. Dept of State | \$30 – adults (16+) | Check or Money Order |
| U.S. Dept of State | \$15 – 15 years & younger | Check or Money Order |
| BHC Recorder | \$35 | Check, Money Order, Cash, or Credit |
| BHC Recorder | \$50 (includes photo) | Check, Money Order, Cash, or Credit |

For applicants aged 15 and under: Both parents must accompany the child during the application process, and both must have photo identification.

For applicants ages 16 or 17: Only one parent must accompany the child during the application process and must have photo identification.

For further information, visit the website <http://travel.state.gov> or contact the BHC Recorder's office at (319) 833-3012.