

Jackson County Recorder
(Passport Acceptance Agent)

Passport Book/Card Checklist

1. Passport applications by APPOINTMENT ONLY.

Use our online form to make an appointment or call the office at 563-652-2504.
Appointments are accepted from 8:30am to 3:45pm.

2. Passport Application -

Print legibly in **BLACK ink**.
Do **not** sign the Application.
If you **make a mistake**, a new application must be completed.

3. Passport Photo - Office personnel can take your photo at the time you apply.

4. Provide US Citizenship Evidence. Must submit ONE of the following:

a. A Certified Copy of your Birth Certificate OR

The Birth Certificate must be **issued by either a State or a County, NOT a hospital**.
The Birth Certificate **must list parents' names**.
The Birth Certificate will be returned to you by Passport Services.

- b. Fully Valid, undamaged U.S. Passport (may be expired)**
- c. Consular Report of Birth Abroad or Certification of Birth.**
- d. Certificate of Naturalization**
- e. Certificate of Citizenship**

5. Driver's License (fully valid) or other Government issued Photo ID – **for all parties 16 and older.**

Is a requirement at the time of application.
It **must** be the **permanent plastic ID, not** the temporary paper copy.

6. Fees -

Passport fee - **Check or money order is required.**
Recorder fees - Check, money order, cash, or debit/credit card (3% processing fee)

7. All Applicants must apply in person - This requirement also includes children.

8. Parental Consent - is required for minors:

If the applicant is **16 or 17**: Applicant & **one** parent must appear in person & present their ID's.
If the applicant is **under 16**: Applicant & **both** parents must appear in person & present their ID's.
If this is not possible, please ask for additional details.

9. Fees:	Passport Book Fee:	Age 16 and over:	\$ 130.00	Payable to US Department of State
			\$ 35.00	Execution fee payable to Jackson County Recorder
			\$ 15.00	Photo fee payable to Jackson County Recorder
	Passport Card Fee:	Age 15 and under:	\$ 100.00	Payable to US Department of State
			\$ 35.00	Execution fee payable to Jackson County Recorder
			\$ 15.00	Photo fee payable to Jackson County Recorder

**For travel tips visit the Passport Services website: www.travel.state.gov