

Passports

How to Obtain

You can apply for a passport at the Isanti County Auditor-Treasurer office.

Customers please note: Due to the time required to process Passport applications, the Isanti County Auditor-Treasurer Office is unable to accept applications after 5:45 p.m., on Monday and after 4:10 p.m., on Tuesday - Friday.

You must appear in person before a Passport Agent, submit a completed passport application, provide required identification, and pay the required fee.

To complete the application, you must also provide your Social Security Number (the Social Security Card itself does not need to be presented; only the number is required).

Minors under age 14 do not sign the passport application, yet must be in the United States when the application is processed. Consent for passport issuance will be required from **both** parents, or documented as to why that is not possible, for children under age 16. A parent executes the application on the minor's behalf.

Receipt of passport averages 4-6 weeks from time of application. Expedited service is available for an additional fee of \$60.00. Express mail delivery both to and from the Passport Agency is also available, at current Postal rates.

Required Forms

Complete the application form at the Isanti County Auditor-Treasurer office or [go to the U.S. Department of State Web site and download a form in Adobe Acrobat format](#)

Two identical [passport photographs](#) (available at the Isanti County Auditor-Treasurer office for an added fee).

Required Identification

- Proof of U.S. citizenship (Certified copy of record of birth in the United States, or original Naturalization Certificate. If the applicant is not applying

for the first time, the most recent previous U.S. passport is the preferred proof of citizenship.)

and

- Current Identification (usually a driver's license with signature and photograph).

A state issued identification card is not acceptable ID. For further information, go to the [United States State Department Passport Services and Information Web site](#).

Parent's identification can be presented on behalf of a minor under age 18, when the minor does not possess his or her own identification.

Required Fees

For passport fees, a portion of the fee goes to Isanti County and a portion goes to the United States Department of State. Cash or check can be used to pay fees payable to Isanti County. All fees payable to the U.S. Department of State must be paid by check or money order, made payable to U.S. Department of State.

One check cannot be used to cover both portions of the fee.

Payable to: U.S. Department of State

Type	Regular Fee	Expedite Service	Express Mail
Passport Book			
• Adult	\$75.00 (ages 16 and over)	\$60.00	\$14.85
• Minor	\$60.00 (ages 15 and under)	\$60.00	\$14.85
Passport Card			
• Adult	\$20.00 (ages 16 and over)	\$60.00	N/A
• Minor	\$10.00 (ages 15 and under)	\$60.00	N/A

Payable to: Isanti County Auditor-Treasurer

• Processing-Adult /Minor	\$25.00 (for book, card, or both)	N/A	N/A
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