



Black Hawk County Recorder Office

Sandie L. Smith
Black Hawk County Recorder
(319) 833-3171

Garth Goodrich
Deputy Recorder
(319) 833-3172

Becky Buchholz
Deputy Recorder
(319) 833-3173

PASSPORT APPLICATIONS

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, which will save the applicant time. Here is a link for the blank form. <https://eforms.state.gov/Forms/ds11.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. Photos must be in color-front view of the applicant. 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

U.S. Dept. of State

Amount

\$130 for adults
\$100 age 15 or younger

Type of Payment

Check or Money Order

Black Hawk County Recorder

\$35 or
\$50 (with photo)

Check, Money Order, Cash, or Charge

Passport Card

Payment

U.S. Dept. of State

Amount

\$30 for adults
\$15 age 15 or younger

Type of Payment

Check or Money Order

Black Hawk County Recorder

\$35 or
\$50 (with photo)

Check, Money Order, Cash, or Charge

For applicants age 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.

Please visit the website <http://travel.state.gov> for further information or contact our office at (319) 833-3012.