

KAREN SCHWANEBECK  
Recorder/Registrar  
MARION COUNTY  
214 East Main Street  
Knoxville, IA 50138  
Phone: 641-828-2211 FAX: 641-828-3538

**PASSPORT APPLICATION REQUIREMENTS**

1. Application form filled out in ALL CAPITAL LETTERS in **black** or **blue** ink.  
DO NOT SIGN APPLICATION FORM. You must sign in front of the passport agent.
2. Certified copy of the birth certificate. If born in Iowa, you can get it from the County Recorder in the county where you were born. Or get it from the State in which you were born. Must have embossed seal.
3. 2 passport photos (not snapshots) from a local photographer or travel agent.
4. Proof of Identity: Driver's License.
5. If applicant is under 18: a. Parental consent  
b. One parent signs application along with applicant  
  
If applicant is under 16: a. Both parents, or legal guardians, must sign application in person.  
b. Parents must show valid identification.  
c. Submit evidence they are the parents - (child's birth certificate)

**All applicants must appear in person at our counter regardless of age.**

**PASSPORT BOOK**

Fee: Age 16 & Over: \$75.00 payable to U.S. Department of State  
\$25.00 payable to Marion County Recorder

**PASSPORT CARD** (Only good for land travel to and from Canada & Mexico)

Fee: Age 16 & Over: \$20.00 payable to U.S. Department of State  
\$25.00 payable to Marion County Recorder

**PASSPORT BOOK**

Fee: Age 15 & Under: \$60.00 payable to U.S. Department of State  
\$25.00 payable to Marion County Recorder

**PASSPORT CARD** (Only good for Land Travel to and from Canada & Mexico)

Fee: Age 15 & Under: \$10.00 payable to U.S. Department of State  
\$25.00 payable to Marion County Recorder

For more information or additional forms you may go to <http://www.travel.state.gov/passport/>