



Kathleen Kretsch, County Recorder
900 3rd Avenue, PO Box 326
Windom MN 56101

Cottonwood County Courthouse
Fax: (507)831-3675
Phone: (507)831-1458

Application Information for U.S. Passport Book, Passport Card or Both

Requirements for all applicants

Please appear in person with the following items

First time applicants:

- * Completed (but not signed application)
- * Proof of US Citizenship:
 - Certified copy of birth certificate
 - or previous Passport
 - or Certificate of Citizenship
- * Driver's license/Picture State ID
- * For children under 16 we will need their proof of US Citizenship and parent's drivers license and signatures
- * If you have an expired passport you must surrender it
- * 2 Passport Photos
- * Fees
- * Postage and Handling

Renewing an existing Passport:

- * You may renew yourself and save the \$25 processing fee
- * Expired passport
- * Completed but not signed application
- * 2 Passport Photos
- * Fees
- * Postage and Handling

Effective October 1, 2009 NEW FEE SCHEDULE

By Law, the Passport Fees are Non-Refundable. Please contact our office for current fees

The day you apply:

- Please try not apply on a Monday if at all possible. It is our driver's license testing day and there is generally a line outside the office
- Due to the length of time required to process an application, try to be here by 3:30. If you have multiple applications, do not arrive any later than 3:00 p.m. If you are expediting, do not arrive any later than 3:00 p.m. as we will need to process the application and take it to the Post Office by 4:30 p.m.

If you have any questions at all about this process feel free to call us, we are ready to help you in any way we can.

Updated: 10/01/2009