

MISSISSIPPI COUNTY
Recorder of Deeds



***Apply for a Passport at the
Mississippi County Recorder of Deeds Office***

Your Travel Adventure Begins Here!

If you're making plans for international travel, you can apply for a U. S. Passport at the Mississippi County Courthouse in Charleston, MO.

The Recorder's Office is a Passport Acceptance Facility, as designated by the U. S. Department of State. Passport services, including passport photos, are available at times convenient for you – during business hours. No appointment is necessary.

For application forms, information on documentation required, how to renew a passport, fees and a wealth of other passport and international travel information, please visit the only official website for passport information, travel.state.gov and review the New Passport Checklist. The Recorder's Office does not handle renewals.

Individuals may apply for a passport at the Courthouse during these hours:

8:00 a. m. – 4:30 p. m. Monday – Thursday
Saturday – By appointment only

For general questions call the Recorder's Office at 573-683-2146 Ext. 226.

What Fees to Expect When You Apply

Several passport payments are required for a new passport:

- The U. S. Department of State's fee for an adult or child's passport; an expedite fee (if desired), payable by check or money order to the U. S. Department of State.
- An execution fee set by the U. S. Department of State for each new passport, payable by check, money order, or credit/debit card to [Mississippi County Recorder of Deeds](#)
- Passport photo fee (if photo taken at the Courthouse): \$15.00 payable to the [Mississippi County Recorder of Deeds](#) by check, money order, or credit/debit card.

If this is your first passport, you must apply in person. A passport application is available at the Recorder's Office or online on the U. S. Department of State passport page at travel.state.gov. To save time, complete the application online, print it out and bring it to the Courthouse. **Do not sign this application before visiting the Courthouse to submit your application.**

For further details or other information, visit the U. S. Department of State passport website at travel.state.gov.

Passport Checklist

In order to apply for a passport book or card, please read pages 1,2,4 and 5 of the Application for U. S. Passport or Registration (Form DS-11). Copies of this form are available in the Recorder of Deeds Office in the Courthouse, or from travel.state.gov

Applicants should complete the following checklist. Missing information will result in a delay in your passport processing time:

- ✓ **Complete DS-11 passport application.** *Completed online or in black ink (with no white out or scribbling). Applicants are responsible for providing legible, complete and accurate information on their passport applications. Incorrect or unacceptable information may result in processing delays and/or denial of the application.*
- ✓ **Appear in person.** *All ages. No exceptions for children.*
- ✓ **Present valid State Driver license or valid government ID.** *U. S. Department of State will not accept temporary paper licenses. Applicants under the age of 16 must apply in person with both of their parents or with one parent and completed form DS-3053. Applicants who are 16 or 17 must appear with one parent (parent also provides valid ID).*
- ✓ **Pay the required fees to the U.S. Department of State (check or money order only).** *Separate checks must be made for each application. See Fees section.*
- ✓ **Proof of U.S. Citizenship (original birth certificate, U.S. Passport or original naturalization certificate).** *All children under the age of 16 must present their original raised-sealed birth certificate. Birth certificate must show the names of both parents.*
- ✓ **One passport photo.** *\$15.00 fee for photo taken at the Courthouse.*

Fees

Fees for a Passport Book

- \$110.00 for an individual 16 years of age or older.
- \$80.00 for an individual 15 years of age or younger.
- Optional: Expedited Service Fee - \$60.00 additional per application.
- Optional: Overnight Delivery Service Fee - \$15.45 additional per application.
- Check for all applicable fees made payable to the U. S. Department of State. No cash or credit card.

Fees for a Passport Card

A passport card may be used for international travel by land or sea between the United States and Canada, Mexico, the Caribbean or Bermuda.

- \$30.00 for an individual 16 years of age or older.
- \$15.00 for an individual 15 years of age or younger.
- Check payable to the U. S. Department of State. No cash or credit card.

Recorder of Deeds Execution Fee

Check, money order, or credit/debit card made payable to the Mississippi County Recorder of Deeds for \$25.00 processing fee per application.