

## General Passport Information

**Passport Card:** Can *only* be used at land and sea ports-of-entry when entering the United States from Mexico, Canada, the Caribbean, and Bermuda. It *cannot* be used for air travel.

**Passport Book:** Can be used for *any* means of travel (air, land, or sea) to *any* destination.

**Applications:** May be picked up in the Adair County Auditor's Office or printed from the U.S. Department of State's Travel website: [www.travel.state.gov](http://www.travel.state.gov)

**Time Frame:** Allow 4 to 6 weeks for your passport to be processed. If you will need your passport in less than four weeks, you will need to expedite your application. An additional fee of \$60.00 plus fees for overnight envelopes will apply. Allow 2 to 3 weeks for your passport to be processed with the expedited services. \**Passport cards* may be expedited, however, they cannot be returned to you by overnight mail.

**Minors:** All minors (persons under age 18) must have parental consent when applying for a passport. Minors under the age of 16 must have consent from **both** parents. Minors age 16 and 17 only need consent from *one* parent. You may be requested to provide written parental consent for a minor of age 16 or 17 if it is not implied on the application.

**Status of Application:** Status information about your application should be available online within 5-7 business days of applying. To check your status online, visit [www.travel.state.gov](http://www.travel.state.gov).

**Receiving Back Documents:** For security purposes, your passport and citizenship documents will be mailed back to you in separate mailings. If you have not received the second mailing within 10 business days of receiving the first, contact the National Passport Information Center by calling **1-877-487-2778**.

**Processing:** Passports can be processed from 8:00 am to 4:30 pm Monday thru Friday at:

*Adair County Auditor's Office  
400 Public Square Ste. 5  
Greenfield, Iowa 50849*

**Contacts:** For more information on passports, you may contact:

*Mandy Warrior or Mindy Schaefer  
Adair County Auditor's Office  
Phone: 641-743-2546*

**Passport Website:** [www.travel.state.gov](http://www.travel.state.gov)

**National Passport Information Center:** **1-877-487-2778**