

PASSPORTS

Hutchinson City Center is a Passport Acceptance Facility. Our facility services hours are Monday – Friday, 8:00 a.m. to 4:00 p.m. We are closed on all major holidays. **Please arrive by 3:30 p.m. to allow for adequate processing time.**



The **U.S. Passport book** is the appropriate travel document for most international travel.



The **U.S. Passport Card** can be used to enter the United States from Canada, Mexico, the Caribbean, and Bermuda at land border crossings or sea ports-of-entry and is more convenient and less expensive than a passport book. **The passport card cannot be used for international travel by air.**

All first time passport applicants and all minor (under age 16) applicants must appear in person.

To apply for a U.S. Passport or U. S. Passport Card, you are required to present the following:

1. **Completed passport application form DS-11** in **black ink** and unsigned (**you MUST sign in person**). You can obtain this from the City Center Customer Service window or from the U.S. Department of State website link at [Passport Application: DS 11](#).
2. **Primary Evidence of U.S. Citizenship** - A Certified Copy of a Birth Certificate issued by a state, city or county that has a registrar's raised, embossed, impressed or multicolored seal, registrar's signature, the full name(s) of the applicant's parent(s), and the date the certificate was filed with the registrar's office, which must be within 1 year of your birth, meets this requirement.
3. **Primary Identification** - A Valid Minnesota Driver's License meets this requirement. If submitting a valid Out of State Driver's License, secondary identification is required.
4. **Photocopy of Identification Presented** – The photocopy must be on plain white 8 ½” x 11” standard paper showing the front and back of the ID. Photocopies must contain images on only one side. Submit two pages if necessary.
5. **Fee Payment** – Acceptable forms of payment to the U.S. Department of state include personal check (no counter checks), money order, or bank draft. Personal checks or cash are acceptable forms of payment to the City of Hutchinson as the acceptance facility. For the current passport fees, please refer to the following link to the Department of State website: [Passport Fees](#) .
6. **One Passport Photo** – For information on acceptable photo requirements, access the State Department website link at [Passport Photo Requirements](#). Passport photos may be taken at the Hutchinson Motor Vehicle Office (Tuesday – Friday) located in City Center for an additional \$15.00 fee.
7. **Routine Processing** – Routine processing for new passports is generally 4-6 weeks. If you are travelling in less than 6 weeks, you can **Expedite** the application process for an additional fee (\$60.00 per application). Expedited applications are generally processed in 2-3 weeks.

Minors under 16 MUST appear with BOTH parents and both must present a valid Driver's License for identification purposes.

If you are **travelling within 14 days** and you have not yet applied for a passport you may call 1-877-487-2778 to schedule an appointment at the Minneapolis Regional Passport Agency. For more information, visit the Department of State website travel.state.gov.

Passport Renewals - If your Passport was issued in the last 15 years, you may be eligible to renew your passport directly with the Department of State. For more information, please contact us at (320) 234-5608 or access the following link to the Department of State website: [Renew Passport](#).