



## Office of the Sauk County Clerk

West Square Building, 505 Broadway, Rm. 144, Baraboo WI 53913-2183

Office: (608) 355-3286 FAX: (608) 355-3522

Rebecca C. Evert, Sauk County Clerk	(608) 355-3523	<a href="mailto:becky.evert@saukcountywi.gov">becky.evert@saukcountywi.gov</a>
Autumn M. Bates, Lead Deputy County Clerk	(608) 355-3531	<a href="mailto:autumn.bates@saukcountywi.gov">autumn.bates@saukcountywi.gov</a>
Christopher P. Harry, Deputy County Clerk	(608) 355-3521	<a href="mailto:christopher.harry@saukcountywi.gov">christopher.harry@saukcountywi.gov</a>
Cora McDonnell, Deputy County Clerk	(608) 355-3286	<a href="mailto:cora.mcdonnell@saukcountywi.gov">cora.mcdonnell@saukcountywi.gov</a>

Passport Acceptance Facility  
Sauk County Clerk's Office  
505 Broadway, Rm 144, Baraboo, WI 53913  
(608) 355-3286

The Sauk County Clerk's Office accepts passport applications on behalf of the Department of State by **Appointment ONLY**.

**To schedule an appointment:** please contact us at (608) 355-3286.

On the date of your appointment, please come to the Sauk County Clerk's Office, West Square Building, 505 Broadway, Room #144, Baraboo.

**When applying for the first time:**

- Complete DS-11 Application form online at [travel.state.gov](http://travel.state.gov)
- Print the completed form on **two** separate sheets & **not** back-to-back

**Bring to our office with the required documents listed below:**

- **Certified Birth Certificate**, it will be submitted with your application and returned to you; **MUST** have parents' **full** first/last names.
- **Driver's License**, along with a photocopy of it, front and back side, on one side of one sheet of paper to submit with application
- **Photograph**, available in our office. Passport photo fee is \$12.00. If not purchased here, you will need to bring in a color, 2x2 inches, taken within past 6 months and shows current appearance, full, front view of face, neutral, non-exaggerated facial expression, plain white background, between 1" and 1 3/8" from bottom of chin to top of head, in normal street attire (non uniforms, headgear (unless for religious purposes), etc; NO editing or photo-shopped images.

**Checks or Money Orders ONLY**

One check or Money Order for **each** application

**Payable to the U.S. Department of State**

**Adult fee - \$130.00** – valid 10 years

**Minors under 16 years - \$100.00** – valid 5 years

**\*\*Both parents must appear with minors under 16\*\***

The execution fee is **\$35.00** per passport

**Cash or Check** accepted, payable to the **Sauk County Clerk**. Photo fee, if purchased through us, will be added to this fee.

**Forms:**

If you are unable to complete the forms online, forms are available in our office. Complete with **black ink only**.

Any additional questions you may have, please call us at the number listed above.

Thanks!