



KEWAUNEE COUNTY ADMINISTRATOR'S OFFICE

Jennifer Gonzalez
Public Information Officer

FOR IMMEDIATE RELEASE

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Kewaunee County Begins Passport Photo Service

KEWAUNEE, WI – The Kewaunee County Clerk's Office is now offering a passport photo service in addition to accepting passport applications.

The cost for a passport photo is \$12 and payable by cash, check, debit or credit card to Kewaunee County. Photo sessions are by appointment, please call (920) 388-7133 to schedule. The Kewaunee County Clerk's Office will take appointments Monday-Friday from 8AM-4PM with the exception of holidays.

When having your passport photo taken, federal law requires:

- Your head faces the camera directly with full face in view.
- Neutral facial expression (no open mouth smile), with both eyes open.
- Everyday clothing is worn.
- No glasses.
- No hats or head coverings. (Unless religious or medical, verification required)
- No headphones or wireless hands-free devices.

Please be aware that routine processing for passport services takes four to six weeks. Additional information on passports, including application fees can be found online at <https://travel.state.gov/content/travel/en/passports.html/>.

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