



## Applying for a U.S. Passport Northcentral Technical College



You will need two (2) color passport photos (2"x 2")  
The following sites are a sample  
of where to have your photos taken:

### **JC PENNEYS PORTRAIT STUDIO**

101 Washington Street  
Wausau, WI 54403  
Phone: (715) 842-4659  
2) Color Passport Photos for \$14.99 + tax  
Instant Processing Service

### **SEARS PORTRAIT STUDIO**

411 Washington Street  
Wausau, WI 54403  
Phone: (715) 843-2489  
2) Color Passport Photos for \$14.99 + tax  
Instant Processing Service

### **MARATHON COUNTY CLERK'S OFFICE**

500 Forest Street  
Wausau, WI 54403  
Phone: (715) 261-1500  
2) Color Passport Photos for \$10.00  
Instant Processing Service

### **WALGREENS**

105 Central Bridge Street  
Wausau, WI 54401  
Phone: (715) 845-8278  
2) Color Passport Photos for \$7.99 + tax  
Instant Processing Service

### *Items Required for Submitting Application*

1. Proof of U.S. Citizenship: certified birth certificate (stamped with embossed seal and from the county you were born in)
2. Proof of Identity: driver's license; if you don't have a driver license, affidavit from person known for at least 2 years and 2 other forms of identification, i.e. state I.D. card, college I.D. (preferably with picture)
3. Two (2) identical color passport photos (2" x 2")
4. \$67 check or money order made payable to "U.S. Department of State" and \$30 separate fee to either Marathon County Clerk, Marathon County Public Library, or Post Master
5. Application form (available in NTC's International Office, Room B101)—needs to be signed in front of Marathon Country Clerk, Marathon County Librarian, or Postal Employee

### *Where to Get a Passport Application*

**Northcentral Technical College**  
International Office, Room B101  
1000 W Campus Drive  
Wausau, WI 54401  
Phone: (715) 675-3331, Ext. 4040

**(Please allow 6 weeks for processing of passport)**

## [Where to Apply & Get a Passport Application](#)

*Apply in person with required items at:*

### **Marathon County Clerk's Office**

500 Forest Street  
Wausau, WI 54403  
Phone: (715) 261-1500  
Hours: Monday – Friday, 8am – 5pm

### **Marathon County Public Library**

300 N First Street  
Wausau, WI 544016  
Phone: (715) 261-7230  
Hours: Mon, Tue, Wed, Thurs, 9am – 8:30pm  
Friday & Saturday, 9am – 5pm  
Sunday, 1pm – 5pm

### **United States Post Office**

5404 Normandy Street  
Schofield, WI 54476  
Phone: (715) 359-3464  
Hours: Monday – Friday, 9am – 4pm

Citizens wishing to renew their U.S. Passports, who are less than 15 years old from date of issue, may pick up the renewal form at the above places and submit it through the mail. Parents may apply for a child's passport if the child is under 14.

[Download a Passport Renewal Form Here.](#)

**(Please allow 6 weeks for processing of passport)**