PASSPORT CHECKLIST

*This checklist is for a basic passport request. If you are bringing a **minor child**, have a **name change**, a **lost passport**, etc. please visit Travel.State.Gov to find exactly what documents you need to bring to your appointment.

If your appointment is for a minor under the age of 16 years old, both parents as well as the child are required to be at the appointment.

Please bring the following items to your appointment:

➢ **Completed** DS-11 Passport Application. **BLACK INK ONLY.**
****Forms DS-82, DS-5504 & DS-86 must be mailed directly to the Passport Agency or Center.**

➢ **Certified Birth Certificate** (this does get sent to the passport agency and will be mailed back once verified). **If birth certificate is from TX or CA, it must be a long form birth certificate. (for Texas, the Texas Department of State Health Services; for California, the California Department of Public Health) **An abstract birth certificate is not acceptable for a U.S. passport application. Applicants must submit a long form birth certificate that includes the applicant's parental information and has a state seal.**

➢ **Copy of Birth Certificate** (front and back if applicable on same page).

➢ **Driver's License or state issued ID** (if out of state driver's license, a second form of ID will be required).

➢ **Copy of ID** (front and back on same page).

➢ **Passport photo** (we can take photos at the Mountain Home Public Library - $15 each).

➢ **Old Passport, book and/or card (if applicable).**

➢ **Name change** - if you have had a name change you need to provide acceptable documentation, such as a marriage certificate, divorce decree, or court order. All documents must be original or certified copies.

➢ **Check or Money Order only** for each passport application make payable to:
U.S. Department of State. **NO STARTER CHECKS

Passport Fees

Passport Book	
Adults (age 16 & over)	$130.00
Minors (under age 16)	$100.00
Passport Card	
Adults (age 16 & over)	$30.00
Minors (under age 16)	$15.00
Optional Service Fee	
Expedite Processing	$60.00
Overnight Delivery Return	$26.87

➢ **Separate Processing Payment** for each passport application to: **Mountain Home Public Library for $35.00**
For assistance, please call the Mountain Home Public Library at 208-587-4716 or visit Travel.State.Gov
If you are more than 15 minutes late for your appointment, you will need to reschedule.

Passport Price Options

Expedite Service

ONLY Check or **Money Order** made out to the:

U.S. Department of State

Adults (Age 16 & over)

Book + Card + Expedite + Postage = **$246.87**

Book + Expedite + Postage = **$216.87**

Book + Expedite = **$190.00**

Book + Postage = **$156.87**

Minors (under age 16)

Book + Card + Expedite + Postage = **$216.87**

Book + Expedite + Postage = **$185.87**

Book + Expedite = **$160.00**

Book + Postage = **$126.87**

Routine Service

ONLY Check or **Money Order** made out to the:

U.S. Department of State

Adults (Age 16 & over)

Book + Card = **$160.00**

Book = **$130.00**

Card = **$30.00**

Minors (under age 16)

Book + Card = **$115.00**

Book = **$100.00**

Card = **$15.00**

Processing/Photography Services

Credit/Debit Card, Cash or **Check accepted**

Payable to the **Mountain Home Public Library**

Processing Fee

Per application = **$35.00**

Passport Photo Fee

Per applicant = **$15.00**