

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** 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 \$21.36

➤ **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.