Passport Book and Card Application

Apply for one or both, it's your choice.

PASSPORT BOOK: Valid for international travel by air, sea or land.

Size: 5" x 3 ½ " (when opened)

PASSPORT CARD: Valid when entering the United States from Canada, Mexico, the Caribbean and Bermuda at land border crossings or sea ports-of-entry. <u>Not valid for international travel by air.</u>

Size: wallet size

FEES: Adults (16 years of age and over)

All applicants under the age of 18 years must have parental consent.

- The passport book fee is $110.00
- The passport card fee is $30.00
- **Save $25** when you apply for both documents at the same time. **Book & Card fee is $140.00**

Passport Fees are accepted by check or money order made payable to the U.S. Department of State.

- The execution fee is $25.00 by check or cash, payable to Canyon County. This fee is **separate from the Passport fee.**

VALIDITY

- Adult passports are valid for 10 years from issue date.

FEES: Children (under 16 years of age)

- The passport book fee is $80.00
- The passport card fee is $15.00.
- **Save $25** when you apply for both documents at the same time. **Book & Card fee is $95.00**

Passport Fees are accepted by check or money order made payable to the U.S. Department of State.

- The execution fee is $25.00 by check or cash, payable to Canyon County. This fee is **separate from the Passport fee.**

VALIDITY

- Children's passports are valid for 5 years from issue date.

Both parents must appear and sign the application for a minor child under the age of 16. If only one parent can appear they must have written notarized consent from the other parent or provide proof they have sole legal custody.

Personal checks are accepted. NO credit cards or debit cards are accepted.

For additional passport information please visit: www.canyonco.org/Passports or Travel.State.Gov

Office Hours: Monday - Friday
9:00am to 4:00pm
(closed for lunch: 12:00-1:00 pm)
Office number: 454-7562.

Passport Book and Card Application Instructions

THIS IS PROVIDED AS A GUIDE TO HELP WITH YOUR APPLICATION.

ALL PASSPORT INFORMATION IS NOT INCLUDED ON THIS INFORMATIONAL SHEET.

For more passport information go to: www.travel.state.gov

PASSPORT CARDS ARE FOR TRAVEL BY LAND OR SEA CROSSINGS BETWEEN THE U.S. AND CANADA, MEXICO, BERMUDA AND THE CARIBBEAN ONLY.

BIRTH CERTIFICATE: When applying for a U.S. Passport, you will need to have a **state certified** birth certificate from the state where you were born. (Hospital birth certificates or birth abstracts **are not acceptable**.) If you are a naturalized citizen, you will need your naturalization certificate. All certificates are mailed with the application and returned with the passport. If you have an expired US passport it needs to be used in place of the birth certificate. Children must provide their birth certificate with the expired US passport.

Only U.S. Citizens can apply for U.S. Passports. Resident aliens are not U.S. Citizens.

PASSPORT PHOTOS: Two identical passport photos, 2 x 2 inches are needed when applying. These pictures must have been taken within the last six months. School photos, snapshots, or pictures taken in a booth **will not work**. Photographs must be a clear front view, full face on a plain (white or off-white) background. The image size measured from the bottom of your chin to the top of your head (including hair) should not be less than 1 inch, nor more than 1 3/8 inches. Do not wear a hat. No dark glasses with tinted lenses unless eyes can be seen clearly. Naturalization photos will not work.

We do not take pictures at our facility.

EVIDENCE OF IDENTITY: Evidence of your identity will be needed when applying for a passport. The form of I.D. used must be valid and bear a picture of the holder. No store or business I.D. are acceptable. A current drivers license is the best form of I.D. Parent I.D. is used for minors. Anyone under 18 applying without a parent who has their own I.D. must submit written consent from a parent to obtain a passport.

Anyone applying for a passport must appear in person (including babies, children and adults).

WE, CANYON COUNTY, ARE NOT A PASSPORT ISSUING AGENCY, ONLY AN ACCEPTANCE AGENCY.

PASSPORT PROCESSING TIME: The time to process a passport can vary from 25 business days to 4 to 6 weeks. Those wishing to receive their passports sooner may request expedited service; this service is an **additional $60.00 for each applicant.** The expedite fee does not shorten the mailing time. If you want to expedite mailing time you will need to pay additional fees. Processing requests for expedited service in about 2-3 weeks door-to-door, when overnight delivery is requested and paid for both ways (to and from the passport agency).

To apply, bring everything listed (Front & Back) to:
Canyon County Courthouse
Recorder's and Passport Office
1115 Albany St. Rm. 246, Caldwell, Idaho

Office Hours: ***Monday - Friday***
9:00am to 4:00pm
(closed for lunch: 12:00-1:00 pm)
Office number: 454-7562.