Passport Book & 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.

ANYONE APPLYING FOR A U.S. PASSPORT MUST APPEAR IN PERSON (Including babies, children and adults).

PROOF OF CITIZENSHIP: When applying for a U.S. Passport, you will need to have proof of citizenship; i.e. Birth Certificate, Naturalization Certificate or expired U.S. Passport. Providing black and white photocopies of the front (and back, if there is printed info) of the U.S. citizenship evidence to the acceptance agent. Birth Certificate needs to be the original state certified copy, from the state where you were born. **(Hospital birth certificate or birth abstracts are not acceptable)** It must list your full name, date of birth, place of birth, your parent(s) full name and the date filed with registrar's office (date must be within one year of birth).

PASSPORT PHOTOS: Must provide one photo with your application. To avoid processing delays, be sure the photo meets all photo requirements. A color photo, size 2 by 2 inches, taken in the last 6 months. Take your eyeglasses off for your photo. Use a plain white or off-white background. Submit a high-resolution photo on matte or glossy photo paper. Do not digitally change the photo. Do not submit a damaged photo. You cannot wear clothing that looks like a uniform or camouflage attire in the passport photo. **We, Canyon County, do not take passport photos at our facility.**

IDENTIFICATION DOCUMENT: Must present one of the following identification documents (IDs) to the acceptance agent. The ID must readily identify you.

Examples: In-state, fully valid driver's license or enhanced driver's license with photo; Certificate of Naturalization; Certificate of Citizenship; Government employee ID (city, county, state or federal); U.S. military or military dependent ID; Matricula Consular (Mexican Consular ID); U.S. Permanent Resident Card (Green Card); Enhanced Tribal Cards and Native American tribal photo IDs; In-state, fully valid learner's permit with photo, In-state, fully valid non-driver ID with photo; temporary driver's license with photo. **Note: you may be asked to present an additional ID.**

Anyone under 18 applying without a parent, who has their own ID, must submit written consent from a parent or guardian to obtain a passport.

MINORS: Parent(s) or guardian(s) must appear at the appointment with the minor to sign the application for the minor child under the age 16. If only one parent can appear the parent/guardian provide proof of legal custody, provide a written notarized consent form from the parent/guardian who is unable to make it, proof of death or proof of special circumstance.

We, Canyon County, are not a Passport Issuing Agency, only an Acceptance Agency.

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PASSPORT FEES: Children Applicants (Age 15 & younger): Applicant (Passport) fees are accepted as **check** or **money order**, make

payable to the **U.S. Department of State**.

Passport Book: $100.00
Passport Card: $15.00
Passport Book & Card: $115.00

PASSPORT FEES: Adults Applicants (Age 16 and older): Applicant (Passport) fees are accepted as **check** or **money order,** make payable to the **U.S. Department of State**.

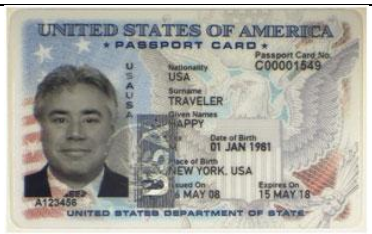
Passport Book: $130.00
Passport Card: $30.00
Passport Book & Card: $160.00

Execution (Acceptance) FEE: $35.00 per applicant by cash, check or money order. Payable to **Canyon County Recorder**.

Please note: the passport fee and the execution (acceptance) fee are paid separately.

Expedite processing fee: $60.00 paid with the passport fee by check or money order. Payable to **U.S. Department of State**.

PASSPORT PROCESSING TIME: Routine processing is approximately _____ weeks. Expedited service shortens the processing time; this service will cost an additional $60.00 per applicant. Expedited processing time is _____ weeks. Expedite fees does not shorten the mailing time. 1-3 Day Delivery can be requested to shorten mailing on passport book only. This option does not apply to passport cards. 1-3 Day Delivery fee is $26.87 to be included in with the passport fee.

Passport Book		**Used for:** International travel by air, sea or land **Real ID:** Passport books and cards are alternatives to a state-issued ID. **Validity:** Adults (Age 16 & older): 10 years Minors (Age 15 & younger): 5 years	**Size**: 5 inches x 3.5 inches (when closed)
Passport Card		**Used for:** Entering the United States at land border crossings and sea ports-of-entry from: **Canada, Mexico, The Caribbean, Bermuda** ***Cannot be used for international air travel*** **Real ID**: Passport books and cards are alternatives to a state-issued ID. **Validity:** Adults (Age 16 & older): 10 years Minors (Age 15 & younger): 5 years	**Size**: Wallet Size