

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 to your appointment:

- Completed DS-11 Passport Application.
- Certified Birth Certificate (this does get sent to the passport agency and will be mailed back once verified).
- **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 Kuna Library \$15 each).
- Old Passport (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.

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 Payment for each passport application to: Kuna Library District for \$35.00

For assistance, please call Kuna Library at 208-922-1025 or visit [Travel.State.Gov](#)

If you are more than 15 minutes late to your appointment, you will need to reschedule.

Thank you,
Kristine Evans
Kuna Library Passport Specialist
457 N Locust Ave
Kuna, ID 83634
208-922-1025 ext. 205