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)
- **Photocopy** of Birth Certificate (front and back if applicable)
- Driver's License or state issued ID (if out of state driver's license, a second form of ID will be required).
- **Photocopy** of ID (front and back on same page)
- Passport photo (we can take photos at Kuna Library $15)
- 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 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	$26.87

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

For assistance please call Kuna Library at 208-922-1025 or https://travel.state.gov/content/travel.html
If you are more than 15 minutes late to your appointment, you will need to reschedule.

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