



U.S. PASSPORT BOOK AND CARD APPLICATION REQUIREMENTS FOR FIRST TIME APPLICANTS

Acceptance Hours

Monday – Friday 9:00am to 3:00pm
Saturday 9:00am-1:00pm

A PASSPORT BOOK is valid for international travel by air, land, or sea.

A PASSPORT CARD is valid for travel to and from Canada, Mexico, Bermuda, or the Caribbean **by land or sea only**.

Passport applicant must be present and bring with them the items required below:

REQUIREMENTS:

- Completed application filled out in black ink only, no white out, Social Security number required
- Passport photos required-Kootenai County does not take photos
- Certified copy of birth certificate**(*no hospital copies*)
- Valid driver's license or government issued picture identification
- If you have an old passport book or card you must submit it with your application**
- Additional ID may be required

16 and 17 years old Additional REQUIREMENTS:

- One parent must be present
- Parent must be listed on application as emergency contact and fees must be paid by parent's check
- If the child has an old passport book or card, it must be submitted with your application**

15 years old and under Additional REQUIREMENTS:

- Both parents should be present (If only one parent is present a Statement of Consent (form DS 3053) must be completed.)
- If the child has an old passport book or card, it must be submitted with your application in addition to a certified birth certificate**
- If the parent's last name differs from the child's, you must present a certified copy of documentation proving relationship**
- Parents' valid driver's licenses or government issued picture identification

ADULT			MINOR		
ROUTINE 4-6 weeks	Passport Book	Passport Card	ROUTINE 4-6 weeks	Passport Book	Passport Card
Dept of State	\$110	\$30	Dept of State	\$80	\$15
Kootenai County	\$25	\$25	Kootenai County	\$25	\$25
EXPEDITE 3 weeks			EXPEDITE 3 weeks		
Dept of State	\$110	\$30	Dept of State	\$80	\$15
Expedite Fee	\$60	\$60	Expedite Fee	\$60	\$60
Expedite Mail	\$20.66		Expedite Mail	\$20.66	
Total	\$190.66	\$90	Total	\$160.66	\$75
Kootenai County	\$25	\$25	Kootenai County	\$25	\$25
Overnight Fee	\$20.66	\$20.66	Overnight Fee	\$20.66	\$20.66
Total	\$45.66	\$45.66	Total	\$45.66	\$45.66

If you have international travel dates scheduled within 14 days you must make an appointment with Passport Services in Seattle to apply in person (1-877-487-2778 travel.state.gov).

**Certified copies of documentation and old passports must be temporarily surrendered at time of application; Passport Services will return these documents to the mailing address you provided after your application is processed.