



Passports

Applications for passport books and passport cards are available from the County Clerk's Office in the Courthouse.

Passport books can be used for land, sea and air travel and are valid for 10 years for an adult and 5 years for a minor; Passport cards are for land and sea travel only to Bermuda, Caribbean, Mexico and Canada and are valid for the same period of time as the book.

You can also go to the Travel.State.Gov and Information Site and print out the needed passport application. This Site also contains information on passport services and other passport-related information.

To obtain a passport book or passport card, you must come into the Recorder's office in person.

You will need:

- Completed, but unsigned, passport application (DS-11). It must be signed in the presence of an authorized clerk in the Recorder's office. The passport application must be filled out by the applicant unless it is for a child.
- One 2"x2" passport color photo. These must have been taken in the last six months and have a light background.
- Certified copy of your birth certificate, including a raised State Seal. **Hospital certificates and birth abstracts are not acceptable** ** **If you are a naturalized citizen you must bring your original naturalization papers.** All original documents that are sent with your application are returned to you with your passport.
- Current driver's license or some other form of photo ID.

Fees for routine passport applications may be paid using a money order, cashier's check, cash or personal check. Fees are non-refundable.

For ages 16 and older for a passport book: \$130 Payable to US Dept. of State, plus \$35 Payable to Custer County.

For ages 15 and under for a passport book: \$100 Payable to US Dept. of State, plus \$35 Payable to Custer County.

For ages 16 and older for a passport card: \$30 Payable to US Dept. of State, plus \$35 Payable to Custer County.

For ages 15 and under for a passport card: \$15 Payable to US Dept. of State, plus \$35 Payable to Custer County.

*The \$35 Execution Fee is not charged when adults 16 and over with fully valid passport books apply for the passport card using a DS-82 form.

**To obtain a certified copy of your birth certificate, contact the vital statistics office of the state in which you were born. To contact Idaho's Vital Statistics office to request a birth certificate, go to the Vital Statistics. There is a recorded Information Line at (208) 334-5988. You can also contact www.vitalchek.com or call 1-800-255-2414.

- Passport Renewal
DS-82: Application for a U.S. Passport by Mail
[Complete by hand](#)
[Complete Online & Print](#)

You may use this form for your previous passport:

1. Was issued when you were 16 or older
2. Was issued in the last 15 years
3. Is not damaged
4. Is submitted with your application

The non-refundable total fee for this renewal is \$130.

For Faster Processing You May Request Expedited Service:

For any expedited service (e.g., first-time application, renewal, additional pages, name change) there is an additional service fee of \$60 + \$17.56 overnight return delivery.

To receive your passport as soon as possible, it is strongly suggested that you arrange overnight delivery service for:

1. Sending your passport application AND
2. Returning your passport to you.