



WHAT ITEMS DO I NEED TO BRING TO THE COURTHOUSE?

To travel by plane, you need to have a passport book. A passport card looks similar to a driver's license, but is only used to travel by motor vehicle to Canada or Mexico.

Caribou County Courthouse

159 S Main

Soda Springs, ID 83276

Clerk's Office

Room 202

(208) 547-4324

Fax (208) 547-4759

Applications will be accepted from 9:00 AM – 4:30 PM

CERTIFIED Birth Certificate from the state in which you were born or Expired Passport.

TWO Identical passport photos (2" X 2") They are very specific with the dimensions. There are a couple of people locally who take them and several locations in Pocatello. If you want specific names and businesses call our office.

Driver's License or State ID for everyone 16 years old and older

Application Form (filled out but not signed) Must be either typed or hand written in BLACK ink.

Do not use white out on application or cross out a mistake. If you happen to make an error you will have to start a new application.

If a passport application is being processed for a child under 16, both parents and the child must be present. Both parents will need to provide a valid state issued ID.

Two Checks, Cashier Check or **Money Orders**

1 made out to **US Department of State** to be attached to the application (An adult passport book (age 16 or over) is \$130 A minor passport book is \$100. A passport card for an adult is \$30. A minor passport card is \$15) If you have to expedite, the fees will be more.

1 made out to **Caribou County** for \$35.00 (this could be cash or credit card also). There is a processing fee if you choose to pay with a credit or debit card.

Processing Time:

Processing time changes constantly so plan ahead to guarantee that you will have your documents in time for your departure. Call the Clerk's Office for current processing times.