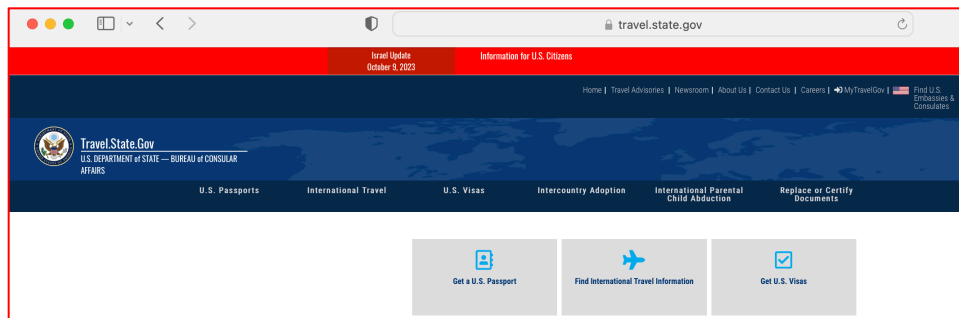




Instructions for Getting Your Passport to Adventure

If you already have a passport, check expiration date.
What you'll need before submitting the application:

1.	Obtain an official copy of your birth certificate from the Office of Vital Statistics in your state of birth. Photocopies aren't accepted.
2.	Take two duplicate passport photos, available at Walgreens, BYU-I Photo Services, or the U.S. Post Office (check schedules online).
3.	Have all application and processing fees (for most of you = \$165). Cost: \$130 (application fee) + \$35 (facility fee) + \$60 (if expedited) = \$165 – \$225.
4.	Have a valid driver's license, or other approved photo ID (see chart on next page) for identification and verification.
5.	Application (Form DS-11) is available at travel.state.gov or the Madison County Clerk's office: 134 East Main Street, Suite 102, Rexburg.
	Timeframe: 8-11 weeks, 5-7 if expedited.



Steps to Apply
1. Fill Out Form DS-11
2. Provide Evidence of U.S. Citizenship
3. Bring a Photocopy of U.S. Citizenship Evidence
4. Present ID
5. Bring a Photocopy of ID
6. Determine any Special Circumstances
7. Provide a Photo
8. Calculate Fees
9. Find Location to Apply and Submit your Completed Application

Primary ID (submit one)

- Valid or expired, undamaged U.S. passport book or passport card
- In-state, fully-valid driver's license or enhanced driver's license with photo
- Certificate of Naturalization
- Certificate of Citizenship
- Government employee ID (city, county, state, or federal)
- U.S. military or military dependent ID
- Current (valid) foreign passport
- Matricula Consular (Mexican Consular ID) - commonly used by a parent of a U.S. citizen child applicant
- U.S. Permanent Resident Card (Green Card) - commonly used by a parent of a U.S. citizen child applicant
- Trusted Traveler IDs (including valid Global Entry, FAST, SENTRI, and NEXUS cards)
- Enhanced Tribal Cards and Native American tribal photo IDs
- **Note:** you may be asked to present an additional ID when presenting one of these three documents. 1) In-state, fully-valid learner's permit with photo, 2) In-state, fully-valid non-driver ID with photo, or 3) temporary driver's license with photo.

Notice on Digital Identification Documents: Some states now issue digital ID documents (also known as mobile driver's licenses or mobile IDs). We cannot accept these digital IDs when you apply for your U.S. passport. You must continue to submit your physical, photo ID and a photocopy of the ID.

 **U.S. DEPARTMENT of STATE**
TRAVEL.STATE.GOV  BUREAU OF CONSULAR AFFAIRS

This site is a subsidiary site of Travel.State.Gov. Questions/Concerns should be addressed to the local webmaster identified within the site.
 Go back to the main search page Go back to results page

General Information

Facility Name:	MADISON COUNTY CLERK	Facility Type:	County / State
Facility Address:	134 EAST MAIN ST. STE 102 REXBURG, ID 83440	Public Phone:	2083596244

Customer Conveniences


Handicap Access: ☒ Yes Photo On Site: ☐ No Photo Nearby: ☒ Yes

Hours of Passport Acceptance

	Open	Lunch Start	Lunch End	Closed
MONDAY	9:00:0	0:00:0	0:00:0	15:00:0
TUESDAY	9:00:0	0:00:0	0:00:0	15:00:0
WEDNESDAY	9:00:0	0:00:0	0:00:0	15:00:0
THURSDAY	9:00:0	0:00:0	0:00:0	15:00:0
FRIDAY	9:00:0	0:00:0	0:00:0	15:00:0

Comments: Please call (208)359-6244 for appointment.

Submitting your U.S. birth certificate



- 1 Must be issued by the city, county, or state where the passport applicant was born
- 2 Must be filed with the state's registrar within 1 year of birth
- 3 Must include seal or stamp from the office issuing the document
- 4 Must have the signature of the city, county, or state registrar
- 5 May include a watermark. Security features vary.
- 6 Must list parents' full names
- 7 Must list full name, date of birth, and place of birth of the passport applicant

U.S. Certificate of Live Birth
 Name of Your State - Vital Records
 Date of Birth: 01/01/2000 File Number: 1234567-89
 Place of Birth: Town/City/County, State Date Filed: 01/03/2000
 Name: Happy International Traveler Sex: Female Date Issued: 12/01/2020
 Father's Name: John Traveler Birthplace:
 Mother's Maiden Name: Suzy Public Birthplace:
 Bob H. Secretary, Bob H. Secretary, Name of State, Department of Health Sally Q. Registrar, Sally Q. Registrar, Name of State, Registrar

 **PASSPORT PHOTO TIPS**
 Your passport photo must be:

2"x2"	Recent (taken within the last six months)	In color (not over or under exposed)
Taken with a white background	No selfies	No filters or retouching tools - you don't need them!

Once you have your passport, make 3 color photocopies of your passport identification page.

1. Leave one copy at home.
2. Give one copy to a program director.
3. Carry the other copy with you (like in your luggage—but separately from your passport).

- This will facilitate replacement if your passport is lost or stolen.
- Always carry your actual passport on your person; do not stow it away in luggage.
- We'll have the addresses of American embassies in the UK and France in the tour book.

