

Passports

515 N Main Ave, Huxley, IA
(515) 597-2552



****PLEASE NOTE: APPLICATIONS ARE ACCEPTED MONDAY and WEDNESDAY
1:00 PM – 6:00 PM and SATURDAY 9:00AM – 12:00PM **BY APPOINTMENT ONLY****

-Applications must be completed in **BLACK INK**. Do not use whiteout. If an error is made, draw a single line through it and re-write in available space.

-**ALL** applicants, regardless of age, must be present at the time of application. Both parents must appear with applicants under age 16 or a DS-3053 must be completed by the non-applying parent.

-Documents submitted for citizenship, proof of parental relationship, or court documents establishing legal rights, must be certified. Photocopies of these documents are not sufficient.

ITEMS THAT MUST BE SUBMITTED WITH THE PASSPORT APPLICATION

-**One passport photo**. We can take your photo at the library for \$10. You can also obtain a passport photo almost anywhere that takes photographs. The photo must meet certain specifications. **Do not attach the photo to the application.**

-**Applicants ages 16 or older**, born in the United States, must submit either a previously valid United States passport or a certified birth certificate. **Applicants under age 16 must submit a certified birth certificate. For all applicants, the certificate must be issued by either the state or county of birth. It must have both parents' names on it, and it must have a raised seal. Hospital certificates are not acceptable.**

-**Applicants not born in the United States** must submit a previously valid United States passport or a naturalization certificate.

-**Applicants must present a valid driver's license, valid non-driver official ID, or a valid passport**. For applicants under the age of 16, parents' identification must be presented. You can bring a copy of the front and back of the identification (preferably on the same page) or a copy can be made in our office. **If only one parent can appear with a child under the age of 16, a form DS-3053, with the notarized signature of the non-applying parent and a copy of the front and back of the non-applying parent's ID must also be submitted with the application.**

-**A U.S. Passport application, Form DS-11**. This application can be obtained at the library or found at travel.state.gov. The application can be completed, **but not signed**, prior to coming to our office. **Please do not complete any information below the stop line found halfway down page one and do not attach the photo to the application.**

-Additional information can be found here:

<https://travel.state.gov/content/travel/en/passports.html>

Two separate payments are required at the time of application.

-Huxley Public Library, \$35 per application. Plus, photo and copy fees when applicable.

This fee can be in the form of check, money order, or cash.

-United States Department of State (PAYMENT MUST BE CHECK OR MONEY ORDER):

Normal Processing (up to 12 weeks)

Adult (Age 16+) - valid for 10 years

\$130 per passport book

\$30 per passport card

Children (Under 16) - valid for 5 years

\$100 per passport book

\$15 per passport card

Expedited Processing (up to 8 weeks)

Adult (Age 16+)

\$190.00 per passport book

\$90.00 per passport card

Child (Under 16)

\$160.00 per passport book

\$75.00 per passport card

There is an optional fee of \$18.32 for overnight return mailing of passport books. This option is not available for passport cards.

The passport card is the wallet-size travel document that can only be used to re-enter the United States at land border-crossings and seaports-of-entry from Canada, Mexico, the Caribbean, and Bermuda. **You cannot fly outside the United States with a passport card.**

The passport book will allow you to travel anywhere internationally using any mode of transportation. While you can possess both a passport book and card simultaneously, a book serves the same purpose as the card and it is not necessary to have both.