

Passport Release Request

! Passport applications are denied for non-custodial parents with qualifying past-due balances. When a passport is denied, the passport is not released until the past-due balance is paid in full; however, Child Support Services may release passports in extenuating circumstances (e.g., you must attend a funeral outside the U.S.) **in conjunction with a lump-sum payment. Complete this form to request that Child Support Services consider your extenuating circumstance.**

Provide the following information

Please explain why Child Support Services should release your passport and provide any supporting documentation:

What is the date you plan to travel? _____
 What amount are you able to pay at this time?
 \$ _____

Your Information

First Name	Middle Name	Last Name		Case(s)
Address	City	State	Zip Code	Phone

Signature (must be completed)

Signature

Date

Instructions

Please **email** this completed form to: PassportTax@dhw.idaho.gov

*Passport Release Request must be in the subject line

*You may attach additional supporting documentation of your reason for leaving the country

You can also **fax** this form to: **855-349-2408** or mail it to:

Child Support Services

Mail Distribution Unit

PO Box 83720

Boise, ID 83720-5302

What happens next

You can expect to hear back from Child Support Services within seven (7) business days with a decision on your Passport Release Request. Child Support Services will either accept, reject, or negotiate with you on your payment proposal. If your request is approved, you will be required to make your agreed upon amount before Child Support Services will release your passport.

Payments can be mailed to:

Idaho Child Support Receipting Services

PO Box 70008

Boise, ID 83707-0708

You can also make a payment **online** at healthandwelfare.idaho.gov/Children/ChildSupportServices or **over the phone** by calling **208-334-2479** (Boise), or **1-800-356-9868**.