For urgent travel, you can apply in person at a passport agency. Appointments are required. Please visit the U.S. Department of State Bureau of Consular Affairs website for more information.

Appointments can be made on Tuesdays, Wednesdays and Thursdays between the hours of 1:00 p.m. and 7:00 p.m.

Please call the library to schedule an appointment: (914) 245-5262

Apply for a U.S. Passport at the Hart Library

John C. Hart Memorial Library
1130 East Main Street
Shrub Oak, NY 10588
www.yorktownlibrary.org
Follow us! @johnchartlibrary

Who is eligible?

- First-time applicant
- Renewing a passport for a minor (under 18)
- You were 15 or younger when your last passport was issued
- Your existing passport was issued over 15 years ago
- Your existing passport is either lost or stolen

How Do I Start?

Need a passport ASAP?

What You Need

What It Costs

Who Can Apply

Find Out:

- What You Need
- What It Costs
- Who Can Apply
What Do I Need?

- Completed (not signed) application Form DS-11. Form is available here or online: www.travel.state.gov
- Government Issued Photo ID: Valid Driver’s License, Passport, OR Military ID, and a photocopy of the front and back of it.
- One recent color photograph, 2" X 2" (No glasses allowed). Photographs may be taken on-site for an additional fee ($10 for 2 photos).

A Notice For Minors:

Applicants under age 16: Both parents must appear together with the child and sign the application in front of the passport agent; or one parent appears, signs, and submits second parent’s notarized statement of consent (Form DS-3053), along with a copy of the ID used for the notarization; or one parent submits primary evidence of sole custody (original documents required) to apply.

Age 16 & 17: Applicant needs to appear with one parent if they do not have a valid government photo ID. Otherwise, they can appear without the parent if they have proof of parental knowledge such as a letter, parent listed as emergency contact, or a personal check in the parent’s name.

How Much Does It Cost?

Adult Passport Book (16 & older): $130
Adult Passport Card: $30
Minor Passport (under 16): $100
Minor Passport Card: $15
Expedite Fee (per application): $60
Return 2-day mail (to your address): $18.32
Payable to US Department of State by CHECK OR MONEY ORDER ONLY One payment per EACH application

Passport execution fee (each application): $35
Photographs taken on-site (includes two photos): $10
Overnight mail TO Department of State: $26.95
Payable to the John C. Hart Memorial Library by check, money order, or cash.

Additional Fees (if applicable):
File search: $150 For applicants who have previously been issued a U.S. passport and are unable to present evidence of U.S. citizenship or verification of a previously issued U.S. Passport or Consular Report of Birth Abroad