

How Do I Start?



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

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

Need a passport ASAP?



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.



John C. Hart
MEMORIAL LIBRARY

1130 East Main Street
Shrub Oak, NY 10588
www.yorktownlibrary.org

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



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
- **Proof of U.S. Citizenship:** A Certified Copy of Long Form Birth Certificate, Certification of Naturalization, OR a previously issued, undamaged U.S. passport.
- **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