

## How Do I Start?



Appointments can be made on **Tuesdays, Wednesdays and Thursdays starting at 3 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](http://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](http://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 U.S. Department of State by CHECK OR MONEY ORDER ONLY**  
**One payment per EACH application**

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Passport execution fee (each application): **\$35**  
Photographs taken on-site (includes two photos): **\$10**  
Overnight mail TO Department of State: **\$26.95**

**Payable to John C. Hart Memorial Library by check, money order, or cash.**

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**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.