

United States Passport Services

OVERVIEW & CHECKLIST



PASSPORT



Passport service hours at these Kansas City Public Library locations below. Full hours at kclibrary.org/locations.

I.H. RUIZ BRANCH

2017 W. Pennway St. | Kansas City, MO 64108 | 816.701.3487

Mon-Wed: 10 a.m. – 5 p.m. | **Thu-Fri:** 10 a.m. – 4 p.m.
Sat: 10 a.m. – 1 p.m. | **Sun:** CLOSED

TRAILS WEST BRANCH

11401 East 23rd St. | Independence, MO 64052 | 816.701.3483

Mon-Thu: 9 a.m. – 7 p.m. | **Fri-Sat:** 9 a.m. – 4 p.m.
Sun: 1 p.m. – 4 p.m.

SUGAR CREEK BRANCH

102 S Sterling Ave. | Sugar Creek, MO 64054 | 816.701.3489

Mon-Thu: 11 a.m. – 5 p.m. | **Fri:** 9 a.m. – 4 p.m.
Sat-Sun: CLOSED

WESTPORT BRANCH

118 Westport Rd. | Kansas City, MO 64111 | 816.701.3488

Mon-Thu: 10 a.m. – 5 p.m. | **Fri:** 10 a.m. – 4 p.m.
Sat: No appointments | **Sun:** CLOSED

CALL FOR APPT.



Passport checklist



Make sure you have the correct items when you are ready to apply for your passport by using this checklist below.

The Library offers passport services for **NEW** applicants.

To renew your passport, please fill out form DS-82 (available at both sites).

How it works

1

Complete the passport application forms. (available at select locations)

2

Meet with a Library employee who will help you prepare your application.

3

Pay the applicable fees.

And we'll take it from there!

- Your completed application (Filled out in black ink)**
 - Form DS-11: Application for a U.S. Passport.
 - Do not sign application until instructed to do so during the application process.
- Proof of U.S. Citizenship (Any of the following – must bring original or certified copy PLUS an additional copy)**
 - Birth Certificate issued by the city, county, or state.
 - Previously issued, undamaged U.S. Passport.*
 - Consular Report of Birth Abroad or Certification of Birth.
 - Naturalization Certificate* or Certificate of Citizenship.*

**Also requires submission of certified Birth Certificate if applicant is age 15 or younger.*
- Primary identification (Any of the following PLUS a copy – must readily identify the applicant)**
 - Valid Driver's License; if out-of-state, may need additional ID.
 - Previously issued, undamaged U.S. Passport.
 - Naturalization Certificate.
 - Current Military ID (military or dependents) or Government ID (city, state or federal).
 - Applicants age 16 & 17: Parent/legal guardian may present Primary ID if minor applicant does not have one.

MUST bring BOTH

Original or Certified Copy



+ Separate Copy



MUST bring BOTH

Original photo ID document



+

A copy showing both FRONT and BACK of the ID



- Appearing parent/legal guardian (For applicants age 15 and younger)**
 - Applicants age 15 and younger need both parents/legal guardian(s) present to apply
 - If only one parent/legal guardian can appear, form DS-3053 must be submitted with application.
 - If one parent/guardian has sole custody, certified proof of sole legal custody must be submitted.
 - Applicants age 16 & 17: It is recommended that at least one parent appear in person with the applicant to show parental awareness.
- One passport photo**
 - One official color photograph taken within the past 6 months.
 - Photograph should be 2" x 2", full-face, front view, with a plain white or off-white background.
 - **The Kansas City Public Library does not currently offer passport photo services.** Metro area Walgreens and CVS stores are among retailers offering passport photo services that meet official guidelines.
- Payment for Applicable Fees (TWO FEES are required at the time of application)**
 - **Check or money order** made payable to the U.S. Dept. of State for **passport fee** (cost varies) **AND**
 - **\$35 execution fee** to be paid to the Kansas City Public Library. For the execution fee ONLY, the Library accepts, cash, credit/debit card, check, or money order made payable to the Kansas City Public Library.

For more information, printable forms, and current passport fees visit kclibrary.org/passports travel.state.gov

United States Passport Services

PRODUCTS & FEES



PASSPORT



Please note that there are **TWO SEPARATE FEES** for a passport application. You will need to submit a **SEPARATE PAYMENT** for each fee.

Execution Fee

1

Payable to
Kansas City
Public Library

Passport Fee

2

Payable to
U.S. Department
of State

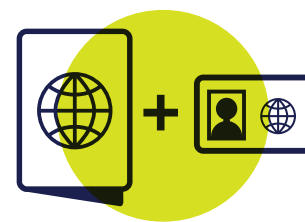
Which passport product or products do you need?



Passport
Book



Passport
Card



Passport
Book + Card

1 Execution Fee

Cash, debit/credit cards, check, or money order accepted for execution fees.



Make payable to:
Kansas City Public Library

\$35

All passport products

2 Passport Fee

Check or money order ONLY;
cash or debit/credit cards CANNOT
be accepted for passport fees.



Make check or money order payable to:
U.S. Department of State

Under age 16 Age 16+

\$100 **\$130**

Under age 16 Age 16+

\$15 **\$30**

Under age 16 Age 16+

\$115 **\$160**

Optional Fees



**Expedite
Fee**

Add **\$60** per application
(Payable to U.S. Dept. of State)



**Overnight
Delivery Service**

\$30.45
(CASH ONLY)



**1-2 Day Delivery
Return Service**

Add **\$21.36** per application
(Payable to U.S. Dept. of State)