



United States Passport Services OVERVIEW & CHECKLIST

You may apply for an official U.S. Passport at these Kansas City Public Library locations:

WESTPORT BRANCH

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

TRAILS WEST BRANCH

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

I.H. RUIZ BRANCH

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

- **No appointment necessary** – passport services are available during regular business hours at select Library locations. **Passport service ends one hour before closing time.** Get directions or check current hours at kclibrary.org/locations.
- **All applicants MUST be present, regardless of age.**
- The Library offers passport services for **NEW applicants.** To renew your passport, please fill out form DS-82 (available at both sites).

Passport checklist



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

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 (One of the following – original or certified 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 (One of the following – 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.
- 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**
 - **\$25 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.

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

Passport Fee

1



2

Payable to
**Kansas City
Public Library**

Payable to
**U.S. Department
of State**

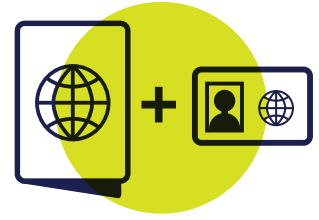
Which passport product or products do you need?



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

\$25

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+
\$80 \$110

Under age 16 Age 16+
\$15 \$30

Under age 16 Age 16+
\$95 \$140

Optional Fees



Expedite Fee

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



Overnight Delivery Service

\$25 (Payable to Kansas City Public Library)



Overnight Delivery Return Service

Add **\$15.89** per application
(Payable to U.S. Dept. of State)