

# United States Passport Services

## OVERVIEW & CHECKLIST



PASSPORT



Passport service hours at these Kansas City Public Library locations below. Full hours at [kclibrary.org/locations](http://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 23<sup>rd</sup> 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](http://kclibrary.org/passports) [travel.state.gov](http://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

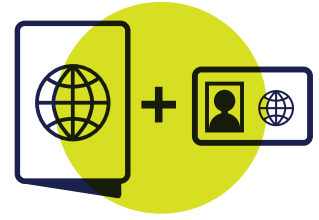
Which passport product or products do you need?



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**

**\$32.00**  
(CASH ONLY)



**1-2 Day Delivery  
Return Service**

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