



United States Passport Services Overview and Checklist

- 1** Complete the Passport application forms.
(Available at select locations.)
- 2** Make an appointment with
a library employee.
- 3** Pay the applicable fees.
We will take it from there!

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.

Westport Branch

118 Westport Rd.
Kansas City, MO 64111
816.701.3488

Mon-Thu: 11 a.m. – 5 p.m.
Fri: 9 a.m. – 4 p.m.
Sat: 10 a.m. - 4 p.m.
Sun: CLOSED

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

Passport Checklist

The Library offers passport services for NEW applicants. To renew your passport, please fill out form DS-82 (available at both sites).

☐ 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 a 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.

☐ 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 or travel.state.gov



Products & Fees

Passport Card & Book

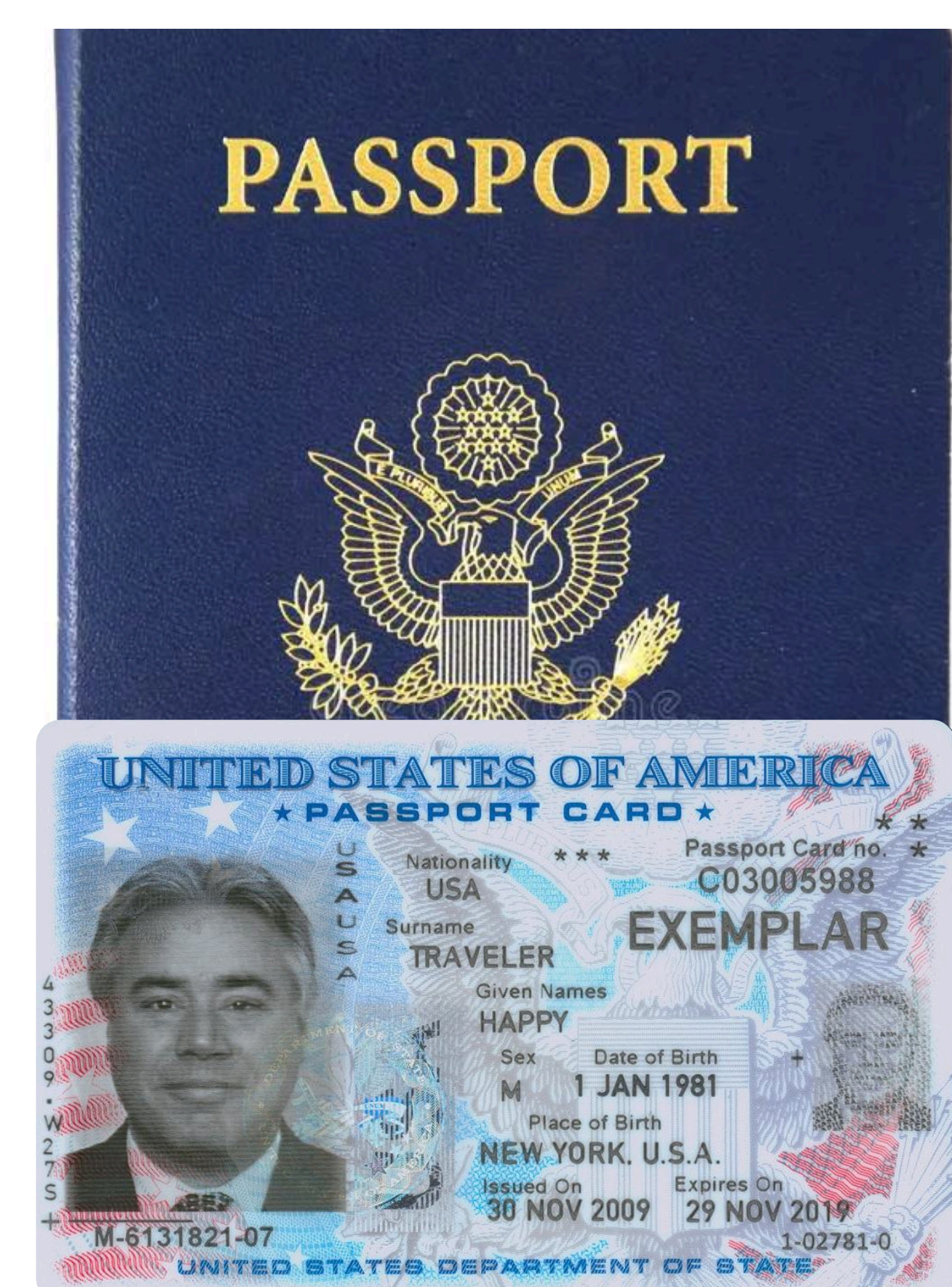
1st Fee **\$35 for Execution**

Cash, debit/credit card, check or money order made payable to Kansas City Public Library

2nd Fee **\$115 for Passport Ages 0-16**

\$160 for Passport Ages 16+

Check or money order made payable to US Department of State



Optional Fees

Expediate Fee

**Add \$60
per application**

Payable to the US
Department of State

Overnight Delivery Service

Add \$32

Cash
payments only

1-2 Day Delivery Return Service

**Add \$21.36
per application**

Payable to the US
Department of State

visit kclibrary.org/passports for more information



United States Passport Services

Products & Fees

Passport Book

1st Fee **\$35 for Execution**

Cash, debit/credit card, check or money order made payable to Kansas City Public Library

2nd Fee **\$100 for Passport Ages 0-16** **\$130 for Passport Ages 16+**

Check or money order made payable to US Department of State



Passport Card

1st Fee **\$35 for Execution**

Cash, debit/credit card, check or money order made payable to Kansas City Public Library

2nd Fee **\$15 for Passport Ages 0-16** **\$30 for Passport Ages 16+**

Check or money order made payable to US Department of State



Please note that there are **two separate fees** for a passport application. You will need to submit a **separate payment** for each fee.

