

# United States Passport Services

## Overview & Checklist



PASSPORT



Passport service hours at these Kansas City Public Library locations below by appointment only. Full hours at [kclibrary.org/locations](http://kclibrary.org/locations).

CALL FOR APPT.



### 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-Sat: 10 a.m. – 4 p.m.  
Sun: CLOSED

## 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.

### ☐ 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 and 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

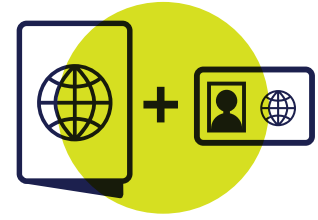
Which passport product or products do you need?



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

**\$33.25**  
(Cash only)



1-2 Day Delivery  
Return Service

Add **\$22.05** per application  
(Payable to U.S. Dept. of State)