

# United States Passport Services

## Overview & Checklist



Kansas City  
Public Library



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.

### 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.

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

#### 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.



#### 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)

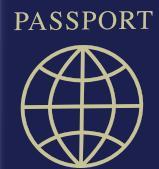
- Check or money order made payable to the U.S. Dept. of State for passport fee (cost varies) AND
- \$35 execution fee to be paid to the Kansas City Public Library. For the execution fee only, the Library accepts, cash, credit/debit card, check, or money order made payable to the Kansas City Public Library.

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



Kansas City  
Public Library



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

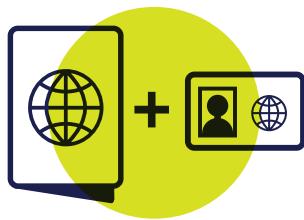
Which passport product or products do you need?



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

\$35

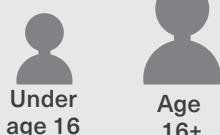
All passport products

## 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



\$100      \$130



\$15      \$30



\$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)