

WHAT YOU NEED TO APPLY

A DS-11 APPLICATION

- Do not sign the application until the agent instructs you to do so
- This form can be completed online, printed from travel.state.gov, or WFL has forms available to fill out in person

-If filling out by hand, print legibly and use only **BLACK INK**

For children under 16 years of age:

Go to travel.state.gov for a full list of requirements

PROOF OF CITIZENSHIP

 (one of the following with a copy)

- Original birth certificate or certified copy
- Previous U.S. Passport (issued within 15 years)
- Naturalization Certificate
- Certificate of Citizenship
- Consular Report of Birth Abroad

PROOF OF IDENTITY

 (one of the following with a copy)

-Valid New York driver's license or State of NY ID. (Non-NY residents must bring a valid driver's license and a Department of State's approved secondary identification)

PASSPORT PHOTO

A 2x2 inch photograph taken in the last 6 months is required. The picture should be of the full face with a plain white or off-white background.

PAYMENT

 (See Passport Fees tables for details)

Two separate payments are required for a passport

- Application fee: payable to the Dept. of State with check or money order
- Acceptance fee: payable to WFL with check or money order

PASSPORT RENEWALS

Most renewals can be done by mail. Please visit the U.S. Department of State Passports by Mail page to see if you qualify to use the service

Renew by mail using Form DS-82 if your most recent passport:

- Is submitted with your application
- Is undamaged (other than normal "wear and tear")
- Was issued when you were age 16 or older
- Was issued within the last 15 years
- Was issued in your current name (or you can document your name change with an original or certified copy of your marriage certificate, divorce decree or court order)

**If any of the above do not apply to you,
you must apply in person using form DS-11**

You must apply in person if ANY of the following are true:

- You have never been issued a U.S. passport
- You were under age 16 when your previous passport was issued
- Your most recent U.S. passport was issued more than 15 years ago
- Your most recent U.S. passport was lost or stolen
- Your name has changed since your previous U.S. passport was issued and you are unable to legally document your name change

Hours of Service BY APPOINTMENT ONLY

Monday 4-6pm
Tuesday 4-6pm
Saturday 12-2pm
and by appointment
(Holidays may affect these hours)

Further questions regarding U.S. Passports?

Visit travel.state.gov or call the National Passport Information Office at (877)487-2778 or TDD (888)874-7793



Westhampton Free Library
7 Library Ave
Westhampton Beach, NY 11978
631-288-3335 ext. 4
www.westhamptonlibrary.net

ADULT APPLICATION FEES (Age 16+)

PASSPORT TYPE	APPLICATION FEE (Payable to Dept. of State)	ACCEPTANCE FEE (Payable to WFL)
ROUTINE SERVICE:		
Passport Book	\$130	\$35
Passport Card	\$30	\$35
Passport Book and Card	\$160	\$35
EXPEDITED SERVICE: (Add \$60 per application)		
Passport Book	\$190 (\$130 + \$60)	\$35
Passport Card	\$90 (\$30 + \$60)	\$35
Passport Book and Card	\$220 (\$160 + \$60)	\$35

MINOR APPLICATION FEES (Under Age 16)

PASSPORT TYPE	APPLICATION FEE (Payable to Dept. of State)	ACCEPTANCE FEE (Payable to WFL)
ROUTINE SERVICE:		
Passport Book	\$100	\$35
Passport Card	\$15	\$35
Passport Book and Card	\$115	\$35
EXPEDITED SERVICE: (Add \$60 per application)		
Passport Book	\$160 (\$100 + \$60)	\$35
Passport Card	\$75 (\$15 + \$60)	\$35
Passport Book and Card	\$175 (\$115 + \$60)	\$35

CALCULATE YOUR PASSPORT FEES

There are two separate fees that must be paid for a U.S. Passport. First, you must have one check OR money order for the Passport Book or Passport Card, payable to the Department of State. Second, you will make a separate check OR money order payable to WFL for the Acceptance Fees. Optional expedited service fees are additional.



Passport **BOOKS** are for air, land and sea travel everywhere

WHAT'S THE DIFFERENCE?



Passport **CARDS** are for land and sea travel to Mexico, Canada, Bermuda and the Caribbean only

U.S. Department of State Fees

	SERVICE	FEE		QUANTITY		TOTAL
Fee paid to the U.S. Dept. of State by check or money order	Adult Passport	\$130.00	x		=	
	Adult Card	\$30.00	x		=	
	Child Passport	\$100.00	x		=	
	Child Card	\$15.00	x		=	
	Expedite Fee*	\$60.00	x		=	
	Express Mail**	\$19.53	x		=	
	Payment #1 Total =					

*Expedite fee and Express Mail fee are options you may pay for quicker processing. This fee applies to the delivery of a completed passport book from the Dept. of State **to the customer.**

+ Please note: Express Mail is not available for the Passport Card

Westhampton Free Library Fees

	SERVICE	FEE		QUANTITY		TOTAL
Fee paid separately to WFL by check or money order	Acceptance	\$35.00	x		=	
	Express Mail*	\$28.75		1 charge per mailing		
	Payment #2 Total =					

*Expedite fee and Express Mail Fee are options you may pay for quicker processing. This fee applies to the delivery of a completed application **to the Dept. of State.**