

WHAT YOU NEED FOR APPLICATIONS

PLEASE NOTE THAT SHPL PROCESSES
DS-11 APPLICATIONS ONLY

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 we have 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, an original and one copy)

- ◆ Original birth certificate or a 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, an original and one 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 six months is required. The picture should be of the full face with a plain white or off-white background. SHPL offers a Passport photo service for an additional \$10 fee.

PAYMENT

Two separate payments are required for a Passport

- ◆ **Application fee:** payable to the Department of State with check or money order
- ◆ **Acceptance fee:** payable to SHPL with check, credit card or money order

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
We are available by appointment to process applications:

MONDAY through THURSDAY:
10:00 a.m. to 4:00 p.m. and 6:00 p.m. to 8:00 p.m.
FRIDAY: 10:00 a.m. to 4:00 p.m.
SATURDAY: 10:00 a.m. to 12:00 Noon and
2:00 p.m. to 4:00 p.m.

Call us at 631.549.4411 and ask for
Adult Reference

SOUTH HUNTINGTON PUBLIC LIBRARY

PASSPORT SERVICE



South Huntington Public
Library

145 Pidgeon Hill Road
Huntington Station, NY 11746
631.549.4411
www.shpl.info

ADULT APPLICATION FEES (Age 16+)

PASSPORT TYPE	APPLICATION FEE Payable to Dept. of State	ACCEPTANCE FEE Payable to SHPL
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ROUTINE SERVICE: 4-6 Weeks

Passport Book	\$110	\$35
Passport Card	\$30	\$35
Passport Book and Card	\$140	\$35

EXPEDITED SERVICE: 2-3 Weeks (fee added to Application Fee)

Passport Book	\$170	\$35
Passport Card	\$90	\$35
Passport Book and Card	\$200	\$35

MINOR APPLICATION FEES (Under Age 16)

PASSPORT TYPE	APPLICATION FEE Payable to Dept. of State	ACCEPTANCE FEE Payable to SHPL
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ROUTINE SERVICE: 4-6 Weeks

Passport Book	\$80	\$35
Passport Card	\$15	\$35
Passport Book and Card	\$95	\$35

EXPEDITED SERVICE: 2-3 Weeks (fee added to Application Fee)

Passport Book	\$140	\$35
Passport Card	\$75	\$35
Passport Book and Card	\$155	\$35

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 (<https://travel.state.gov/content/passports/en/passports/renew.html>). Forms are also available at the Library.

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 with 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 statements do not apply to you, you must apply in person using form DS-11.

CALCULATE YOUR PASSPORT FEES

There are two separate fees that must be paid for a U.S. Passport. You must have one check OR one money order for the Passport Book or Passport Card, payable to the Department of State. You must pay SHPL separately for the Acceptance Fee and for any photos or copies made.



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

Passport **CARDS** are for land and sea travel to Mexico, Canada and Bermuda ONLY!

U.S. Department of State Fees

Fee paid to the U.S. Department of State by check or money order	SERVICE	FEE		QUANTITY	TOTAL
	Adult Passport	\$110	x	=	
	Adult Card	\$30	x	=	
	Child Passport	\$80	x	=	
	Child Card	\$15	x	=	
	Expedite Fee*	\$60	x	=	
	Express Mail*+	\$16.48	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 Department of State to the customer.**

+**PLEASE NOTE:** Express Mail is **not** available for the Passport Card.

South Huntington Public Library Fees

Fee paid separately to SHPL by check, credit card or money order	SERVICE	FEE		QUANTITY	TOTAL
	Acceptance	\$35	x	=	
	Photo	\$10	x	=	
	Express Mail*	\$25.50	x	1 charge per mailing	
Payment #2 TOTAL					=

*Express Mail fee is an option you may pay for quicker processing.

This fee applies to the **delivery** of a completed Passport Book **to the Department of State.**

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

