



By Appointment Only
Call 860-767-1560

For up to date information
on passport requirements
and passport renewals,
please visit
<https://travel.state.gov>

Essex Library
Association
33 West Avenue
Essex, CT 06475
860-767-1560
<http://yoursessexlibrary.org>



APPLY FOR YOUR U.S. PASSPORT HERE

Check List of Items to Bring:



Fill out Form DS-11 Before You Arrive

- Do **not** sign the application
- Provide a Social Security Number (SSN).



Provide One Proof of US Citizenship

Photocopies/notarized copies are not acceptable.

- Fully-valid, undamaged U.S. passport (may be expired)
- U.S. birth certificate meeting State Department requirements
- Consular Report of Birth Abroad or Certification of Birth
- Certificate of Naturalization
- Certificate of Citizenship



Present Acceptable Identification (Photo ID)

- In-state, fully-valid driver's license
- Fully-valid, undamaged U.S. passport (may be expired)
- Certificate of Naturalization or Citizenship
- Government employee ID (city, county, state or federal)
- U.S. military ID or military dependent ID



Bring a Photocopy of Identification and US Citizenship Evidence

- Photocopy the front and back of each ID that you present.



Provide a Recent Photo

- Be sure your photo meets all photo requirements.



Bring Two Checks or Money Orders

- One is payable to the **Essex Library Association** for the \$35 Execution Fee
- One is payable to the **U.S. Department of State**



Applicants Under Age 16

- Both parents must be present to sign application and provide child's Birth Certificate meeting State Department requirements
- **Or** one parent appears and signs, and also submits a notarized statement of consent along with a valid ID from other parent

Renewals may be done by mail using Form DS-82 if your 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 document your name change with 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.**

Fees and Delivery



Adult Applicants (Age 16 and older):

Product	Use Form	Application Fee	Execution Fee (Acceptance Fee)	Total
First-time Adult Passport Book	DS-11	\$110	\$35	\$145
Passport Card Only Valid for Travel by Land or Sea to Canada, Mexico, Bermuda and the Caribbean.	DS-11	\$30	\$35	\$65
First-time Adult Passport Book and Card	DS-11	\$140	\$35	\$175

Adult Renewals (Ages 16 and older) who can use form DS-82 are not required to pay an execution fee.

Child Applicants (Under Age 16)

Product	Use Form	Application Fee	Execution Fee (Acceptance Fee)	Total
Minor Passport Book	DS-11	\$80	\$35	\$115
Minor Passport Card Valid for Travel by Land or Sea to Canada, Mexico, Bermuda and the Caribbean.	DS-11	\$15	\$35	\$50
Minor Passport Book and Card	DS-11	\$95	\$35	\$130

Other Fees

Expedite Fee	Paid per application, in addition to required fees. Provides faster processing than routine service. For updated processing times, visit: https://travel.state.gov/content/passports/en/passports/information/fees.html	\$60
Overnight Delivery	Paid per application for overnight delivery of an issued passport book from the Department of State to the customer. Only applies to mailing address within the United States. Not valid for passport cards.	\$15.89
File Search Fee	A file search is necessary when an applicant is unable to present evidence of U.S. citizenship or verification of a previously issued U.S. Passport or Consular Report of Birth Abroad. Applicant must submit Form DS-11 and a written request for a file search.	\$150

For updated fees, please visit <https://travel.state.gov/content/passports/en/passports/information/fees.html>

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