



ESSEX LIBRARY
ASSOCIATION

APPLYING FOR YOUR U.S. PASSPORT

Check List of Items to Bring:

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
www.youressexlibrary.org



Fill out Form DS-11 in black ink before you arrive.

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

Provide one proof of U.S. 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 U.S. 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 (Credit cards are not accepted.)

- 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 **or** submits primary evidence of sole custody to apply.

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; **AND**
- 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) Form DS-11 accepted at Essex Library.

What are you applying for?	Use Form	Application Fee <i>Payable to "U.S. Department of State"</i>	Execution Fee (Acceptance Fee) <i>Payable to "Essex Library Association"</i>	Total
First-time Adult Passport Book	DS-11	\$110	\$35	\$145
First-time Adult Passport Card Only Valid for Travel by Land or Sea to Canada, Mexico, Bermuda and the Caribbean. Invalid for air travel.	DS-11	\$30	\$35	\$65
First-time Adult Passport Book and Card	DS-11	\$140	\$35	\$175
Adult Passport Card Only *For applicants who currently have a valid passport book.	DS-82	\$30	No Charge	\$30

MINOR APPLICANTS (UNDER AGE 16) Form DS-11 accepted at Essex Library.

What are you applying for?	Use Form	Application Fee <i>Payable to "U.S. Department of State"</i>	Execution Fee (Acceptance Fee) <i>Payable to "Essex Library Association"</i>	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. Invalid for air travel.	DS-11	\$15	\$35	\$50
Minor Passport Book and Card	DS-11	\$95	\$35	\$130

ADULT RENEWALS (AGE 16 AND OLDER) Form DS-82 is submitted via U.S. mail.

What are you applying for?	Use Form	Application Fee <i>Payable to "U.S. Department of State"</i>	No Execution Fee (Acceptance Fee)	Total
Adult Passport Book	DS-82	\$110	No Charge	\$110
Adult Passport Card Valid for Travel by Land or Sea to Canada, Mexico, Bermuda and the Caribbean. Invalid for air travel.	DS-82	\$30	No Charge	\$30
Adult Passport Book and Card	DS-82	\$140	No Charge	\$140

OPTIONAL FEES (Paid to the U.S. Department of State)

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

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
1-2 Day Delivery	Paid per application for 1-2 day delivery of an issued passport book from the Department of State to the customer. Only applies to mailing addresses within the United States. Not valid for passport cards.	\$17.56
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 submits Form DS-11 and a written request for a file search.	\$150

For up-to-date information on passport requirements and passport renewals,
<https://travel.state.gov/content/passports/en/passports.html>