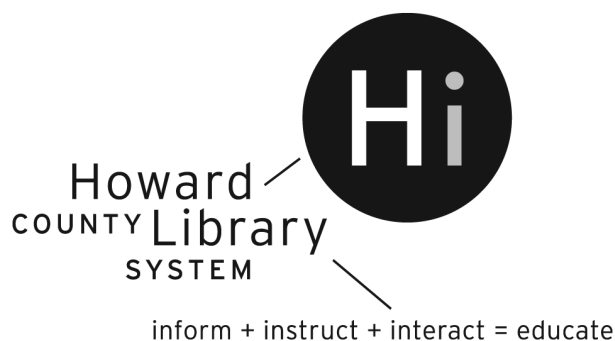


Passports



WHERE DO I GO?

- Howard County Library System **EAST COLUMBIA BRANCH**
(6600 Cradlerock Way, Columbia, MD 21045)
- Howard County Library System **GLENWOOD BRANCH**
(2350 State Route 97, Cooksville, MD 21723)

WHAT ARE THE HOURS?

- **Monday – Thursday from 3 – 7 pm and Saturdays from 10 am – 3 pm**
(closed Fridays and Sundays)
- **No need for an appointment (first come, first served).**
In case of a line, you will receive a pager for use within the branch.

WHAT ARE THE APPLICATION REQUIREMENTS?

- The applicant (**regardless of age**) must appear in person. All family members must be present in order for a group to receive pager / take a number / get in line.
- A check or money order for Department of State (D.O.S.) for fees, **for EACH application** being submitted
- **Proof of Identity:** Acceptable forms include VALID Driver's license, State ID Card, Military ID, Passport (Learner's Permits are NOT accepted by D.O.S.)
- **A COMPLETED application form DS-11.**
The form must be filled up in black ink. **Please do not sign.**
NOTE: A Social Security Number is required to complete the form
- **Proof of US Citizenship (ORIGINAL documents only. Photocopies not acceptable):**
Acceptable Documents:
Government issued, US Birth Certificate featuring parent(s) names, an official seal and signature; OR Naturalization Certificate, OR previously issued US passport.

NOTE: Applicants aged 0-15 must be accompanied by parents presenting proof of relationship to the minor child; such as a birth certificate or adoption papers. Whoever is listed must appear. If two parents are listed, one parent may appear with a notarized consent form, DS 3053 and a photocopy of both sides of the non-appearing parent's ID.

For applicants 16 and 17 years old, only one parent needs to be present with the applicant
- **One 2" x 2" passport photo** with a white background (available at the branch for \$15)

OTHER ADDITIONAL CASES

- If you have had a passport under a different name, please bring evidence to support the name change
- For customers requesting 'hand-carry' service: letter of authorization and itinerary are required
- For children deriving citizenship through parents: parent's naturalization certificate, child's permanent resident card and child's birth certificate are required. *If the birth certificate is not in English, a certified English translation is required.

HOW MUCH DOES IT COST? Final costs and payments depend on the needs of the applicant.

Department of State PASSPORT COSTS : Payable by check or money order ONLY;
One check is required for EACH application. Payable to the *Department of State*

PRODUCT	Estimated Processing Time	Cost
Passport book – age 16 and over	Routine 6 weeks	\$110
Passport book – age 15 and under	Routine 6 weeks	\$80
Passport book - age 16 and over	EXPEDITE 3 weeks	$110 + 60 = \$170$
Passport book – age 15 and under	EXPEDITE 3 weeks	$80 + 60 = \$140$
<i>To have the completed passport returned by overnight delivery = \$14.85</i>		
Passport card – age 16 and over	Routine 4-6 weeks	\$30
Passport card – age 15 and under	Routine 4-6 weeks	\$15
<i>To expedite a passport card, add \$60 to the cost of the application</i>		

ADDITIONAL HCLS FEES

Handling Fee = **\$25 per passport application** submitted

Photo Fee = **\$15** (only if photos are needed)

HCLS fees payable by Visa, Mastercard, Checks (payable to Howard County Library System), or cash

IMPORTANT NOTES:

- Howard County Library System **does not** process the renewal form DS – 82.
Persons eligible to use this form can mail it in themselves.
- **If you are planning to travel within 2 weeks**, you need to apply in person in Washington D.C. Please call 877-487-2778 to make an appointment.