

PASSPORT FEES

There are TWO separate types of payment required for each passport application:

1. **Department of State** fee for the production cost of the passport
2. **Library** fee for the processing of the application

FEES payable to Department of State by Check or Money order ONLY
 One separate check or money order is required for each application submitted

| Product | Estimated Processing Time | Cost | Estimated Processing time | Cost | To have a completed passport book returned by 1-2 day return delivery |
|------------------------------------|---------------------------|-------|---------------------------|-------|---|
| Passport Book – age 16 and over | Routine 4-6 weeks | \$110 | EXPEDITE 2-3 Weeks | \$170 | \$16.48 |
| Passport Book – age 15 and under | | \$80 | | \$140 | |
| Passport Card – age 16 and over | | \$30 | | \$90 | |
| Passport Card – age 15 and under | | \$15 | | \$75 | |
| Passport Book & Card -16 and over | | \$140 | | \$200 | |
| Passport Book & Card -15 and under | | \$95 | | \$155 | |

FEES Payable to Howard County Library System –
 The library accepts Cash, or check or Credit card (Master Card & VISA)

- Execution Fee = \$35 (per applicant) collected at all passport acceptance facilities
- Photo Fee = \$15 (only if photos are taken here)



PASSPORT SERVICES

LOCATIONS & HOURS

East Columbia Branch
 6600 Cradlerock Way
 Columbia MD 21045
 410-313-7700
 Monday – Thursday, 10am – 7pm
 Saturdays 10-4

Glenwood Branch
 2350 State Route 97
 Cooksville, MD 21723
 410-313-5577
 Monday – Thursday, 1pm-7pm
 Saturdays 10-3

No appointment necessary
 Please allow for wait times.
 In case of a line, you will receive a pager.

Passport services are not available
 Fridays, Sundays and Holidays

*Passport Services are unavailable when
 the branch has to close early due to
 inclement weather etc.

In order to help your application
 experience run smoothly, please be sure
 to bring **all** required paperwork and have
 application forms properly filled in prior to
waiting in line. All parties involved in
 applying must be present in order to
 receive a pager.

Please refer to the list of
 requirements on the next page

REQUIREMENTS

APPLICATION FORM DS-11 2016

Answers written in Black ink
Both pages of the application
should be completed

Please do not sign or write
in the area below "STOP"
Social Security number is a
required field

on the application

*No double-sided applications or
use of white-out

PHOTO

One 2"x2" passport photo
that meets State Department Criteria

These may be taken at the library for
\$15

WHAT YOU NEED TO APPLY

The applicant (regardless of age) must
appear in person.

PROOF OF US CITIZENSHIP

- Government issued US birth
certificate featuring parent(s) names,
an official seal and signature

OR

- Naturalization Certificate

OR

- Previously issued US Passport

PROOF OF IDENTITY (for adults)

Government issued with an issue date and
expiration date. Examples include:

Driver's license/Military ID/ State ID /Passport

* Restricted licenses are not accepted

SPECIAL REQUIREMENTS FOR CHILDREN

Applicants aged 0-15 must be accompanied by
parents (or guardians) presenting proof of
relationship to the minor child. Examples include

- Birth certificate including parent(s) names
- Adoption decree
- Court order establishing guardianship

Parents must have valid ID. Parent names on the
ID should exactly match what is listed on the
birth certificate. If not, please bring evidence to
support the name change (ex. Marriage
Certificate, name change papers)

Parental consent is required to apply for a minor
under the age of 16 (all parents listed on the birth
certificate must appear)

If one of the parents cannot appear, they can
give permission to the other parent via a
notarized consent form DS-3053 and a
photocopy of both sides of the ID that the
non-appearing parent presented to the notary.

OR

Provide documentation that the other parent's
consent is not required (examples include)

- Birth certificate listing only one parent
- Court order granting sole legal & physical
custody of the child
- Court order granting permission to apply
for a passport
- Certified death certificate

For applicants 16 & 17 years old, only one parent
needs to be present

OTHER ADDITIONAL CASES

Children deriving citizenship through a
parent

- Parent's naturalization certificate
- Child's permanent resident card or
passport with I-551 stamp
- Child's birth certificate
- Parent's Marriage certificate
- If any of the certificates are not in
English, an official English translation is
required

For customer's requesting 'hand-carry'
service or those going through a courier

- Proof of travel within 2 weeks
- Letter of Authorization

If you have changed your name by court
order or marriage, please provide
documentation.

If you are planning to travel within 2
weeks or need to obtain visa within 4
weeks, you need to apply in person at a
main passport agency. The nearest
location is in Washington D.C.
Please call **1-877-487-2778** to make an
appointment.

RENEWALS BY MAIL

The library **cannot process renewals
via the renewal form DS-82**. Persons
eligible to use this form mail the
paperwork in themselves.