

## Passports

### LOCATIONS

- Howard County Library System's East Columbia Branch (6600 Cradlerock Way, Columbia, MD 21045)
- Howard County Library System's Glenwood Branch (2350 State Route 97, Cooksville MD, 21723)

### HOURS

- **EAST COLUMBIA Monday – Thursday from 10 am – 7 pm and Saturdays from 10 am – 4 pm** (closed Fridays and Sundays)
- **GLENWOOD Monday – Thursday from 1pm – 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.

### REQUIREMENTS

- **The applicant (regardless of age)** must appear in person. All family members must be present in order for a group to sign in.
- **Check or money order for Department of State fees, one for *each* application being submitted.**
- **Proof of Identity (Valid Driver's license / State ID Card / Military ID/ Passport).**\* Learner's Permits or Temporary or Restricted Licenses are not accepted by the Department of State
- **A COMPLETED application form DS-11-2016. The form must be filled up in blank ink. No double-sided applications. Please do not sign the form or write in the area below “ Stop”**
- **Social Security Number is required to complete the form**
- **Proof of US Citizenship (photocopies not acceptable): *Government issued US Birth Certificate featuring parent(s) names, an official seal and signature. OR Naturalization Certificate OR Previously issued US passport.***
- *One 2”x 2” passport photo with a white background (available at the branch for \$15)*

### SPECIAL REQUIREMENTS FOR CHILDREN

- **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 or custody documents. Whoever is listed must appear. Parents must have valid ID. Names on the birth certificates should match parent's I.D.'s If not, please bring evidence to support the name change.**
- **If two parents are listed, one parent may appear with a notarized consent form, DS 3053 and a photocopy of both sides of the ID that the non-appearing parent presented to the notary.**
- **If a minor has a previously issued US passport with them, the parents only need a photocopy of the birth certificate to prove the relationship to the minor child.**
- For applicants 16 and 17 years old, only one parent needs to be present with the applicant

## 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 proof of travel 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. Parent's marriage certificate is also needed.

## HOW MUCH DOES IT COST? (There are several types of payment involved)

**1. Passport Cost = 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 6-8 weeks	\$110
Passport book – age 15 and under	Routine 6-8weeks	\$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
*To have the completed passport returned by overnight delivery = \$15.45		
Passport card – age 16 and over	Routine 6-8 weeks	\$30
Passport card – age 15 and under	Routine 6-8 weeks	\$15
*To expedite a passport card, add \$60 to the cost of the application		

**2. Execution Fee = \$25** This fee is per passport application submitted (collected at all acceptance facilities)

This fee is payable to the Howard County Library System. Acceptable forms of payment include Visa, Mastercard, Checks, Cash

**3. Photo Fee = \$15 (only if photos are needed)** This fee is payable to the Howard County Library System.

**We do not process renewals via DS – 82. Persons eligible to use this form can mail in the application and documents in themselves.**

***If you are planning to travel within 2 weeks, or need to obtain a foreign visa within 4 weeks, you need to apply***

***in person in Washington D.C. Please call 1-877-487-2778 to make an appointment.***