

# 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 6-8 weeks	\$110	EXPEDITE 3-4 Weeks	\$170	\$17.13
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.