

Desert Foothills Library – Passport Acceptance Facility

Passport Guidelines

Please Note: Passport application services, including photos, are available 7 days per week.

Call for an appointment at **480-575-3201** since Agent hours and availability vary.

For further information, visit the US Department of State website at www.travel.state.gov

Also, the full requirements of the Western Hemisphere Travel Initiative were implemented on **June, 2009** with requirements for all **travelers returning to the U.S. from Canada, Mexico, the Caribbean and Bermuda--including those who go by land or sea--**to have a passport or other federally approved ID. (A passport is already required for all international air travel).

The new law means adult Americans aren't able to use just a driver's license and birth certificate when driving across the U.S. - Canada/Mexico border. Travelers are advised to apply for their U.S. passport now if they plan to travel out of the country in the next year.

For full complete details, please visit **www.travel.state.gov**.

Passports / Applications

What you need

- To apply for a passport you must present a **certified** birth certificate. A certified copy of your birth certificate may be obtained from the Bureau of Vital Statistics in the state where you were born. Hospital birth certificates are not acceptable. The certificate must show at least one parent name, and is required to be submitted with the application, to be returned by mail separately from the passport. Expired passports may be substituted for a certified copy of the birth certificate in many cases. **Naturalized citizens** must present their original naturalization papers instead of their birth certificates; naturalization papers will also be returned.

All applicants must provide their social security number. All applicants must be present when they apply.

Passport-quality photos are instantly available at our site for \$13 per person. A passport photo must be included when applying for a passport. See www.travel.state.gov if you have further questions.

- You must present valid, government issued photo ID, such as a driver's license or military ID when you apply. If your Driver's License is from a state other than Arizona, please bring a secondary picture ID.

Your ID document can be photocopied for you for the standard fee of 20 cents per copy. If you provide the photocopy, it **must** be:

- on plain white, **8 1/2 x 11"** standard paper stock, showing the **front** and the **back** of your ID ,
- **must** contain images on only one-side of each page submitted.
 - If copies cannot be made on the same side of one page, you may present two separate pages; one displaying the front of the ID and the second displaying the back of the ID.

The paper should be free of other images and/or markings

- The 8 1/2 x 11" paper size **cannot** be substituted with a larger or smaller size paper, even if the alternative folds down to the 8 1/2 x 11" size.
 - The image of the ID must be exactly like the ID with **NO** changes in size; you **may NOT** increase or decrease the size of the image.
- **Fill out form(s) prior to the appointment. The standard passport application form DS-11 and all other necessary forms are available at the Library or may be downloaded from the Department of State website www.travel.state.gov.**

IMPORTANT:

*The U.S. Department of State Passport fees **must** be paid by check or money order for each applicant!*

*Check or cash **only** are accepted for the Library Passport & Photo Fees!*

Personal Checks ARE acceptable.

Passport Fees / Age Specifications

Regular Delivery Service (four to six weeks) **Adult Passport Fees**

The passport book fee for an applicant 16 years or older totals \$135 (\$110 payable to U.S. Department of State and \$25 payable to the Desert Foothills Library). The U.S. Department of State and Library fees are paid separately.

The passport card fee for an applicant 16 years or older totals \$55 (\$30 payable to U. S. Department of State and \$25 payable to the Desert Foothills Library). The U.S. Department of State and Library fees are paid separately.

When applying for the passport book and the passport card together, the fee for an applicant 16 years or older totals \$165 (\$140 payable to U.S. Department of State and \$25 payable to the Desert Foothills Library). The U.S. Department of State and the Library fees are paid separately.

Again, U.S. Department of State fees **must** be paid by check or money order. Library passport fees may be paid by cash, check or money order.

Minor Passport Fees:

The passport book fee for a minor (under 16 years old) totals \$105 (\$80 payable to U.S. Department of State and \$25 to the Desert Foothills Library).

The U.S. Department of State and Library passport fees are paid separately.

The passport card fee for a minor (under 16 years old) totals \$40 (\$15 payable to U. S. Department of State and \$25 to the Desert Foothills Library).

The U.S. Department of State and Library passport fees are paid separately.

When applying for the passport book and the passport card together, the fee for a minor (under 16 years old) is \$120 (\$95 payable to U.S. Department of State and \$25 to the Desert Foothills Library). The U.S. Department of State and Library passport fees are paid separately.

U.S. Department of State fees **must** be paid by **check or money** order. Desert Foothills Library fees may be paid by cash, check or money order.

Expedited Services

Expedited delivery should reach you within 2-3 weeks. An additional Fee of \$60 per application is charged for Expedited Service by the US Department of State

The Library will send your application by Express Mail **TO** the Passport Facility for an additional \$19.99 to be paid with the Library passport fees.

One-way, overnight return delivery may be added for Passport Books only for an additional \$14.85 per application, to the U.S. Department of State

For a more detailed passport fee structure go to www.travel.state.gov.

Age specifications

Passports for applicants 16 years of age or older are issued for 10 years. Passports for applicants under 16 years of age are issued for 5 years.

All children, even babies, must have a passport. The child must be present. Both parents must also be present, or the absent parent must provide Form DS-3053 Statement of Consent or Special Circumstances: Issuance of a Passport to a Minor under age 16. This form must be notarized and a copy of front and back of picture I.D. included..

Parents/guardians are advised to visit the www.travel.state.gov website for detailed information regarding the passport application process for a minor child.

To make an appointment for Passport Application Acceptance at the Library, you may call 480-575-3201 for further information, visit the Department of State website at www.travel.state.gov.

Passports / Change Name

You may apply for a US Passport name change; data correction; limited passport book replacement within one year of Passport issuance by mail.

Name Change / Data Correction / Limited Passport Book Replacement forms (DS-5504) must be mailed by you, to the U.S. Passport Agency Address provided in the form instructions. To do this, you may pick up the form at the Desert Foothills Library or download from www.travel.state.gov

What to include:

A recent color photograph. Passport-quality photos are instantly available at the Desert Foothills Library for \$12 per person.

Your most recent Passport Book or Card.

Along with your application, you must provide a **certified copy** of the document identifying the name change, such as a marriage license, Order for Name Change, Divorce Decree or Adoption papers. Any documents will be returned to you in a separate mailing from the passport.

For further information, you may visit www.travel.state.gov.

Passports / Renewals

Renewal for Adults

To Renew In Person

To Renew in person, contact the Desert Foothills Library to make an appointment. Complete the DS-11 standard application form.

Please bring your passport. A new passport photo is required and the Library does photos for \$12 per person. Fees for renewals in person are the same as for first time applicants

To renew by mail

You can renew using the DS-82 Renewal Application Form if: Your most recent passport is available to submit and is not damaged; your passport was issued within the past 15 years; you were over age 16 when it was issued; you still have the same name; or can legally document your name change.

If your passport has been altered or damaged, you must apply in person, using Application Form DS-11.

Complete instructions are attached to the DS-82 form or you may visit the www.travel.state.gov website for further information.

Renewal for minors

A person who obtained a passport as a minor, but is now an adult may not renew their passport. They must apply for a new passport. Please check www.travel.state.gov for information including special requirements for 16 & 17 year olds.

A person who obtained a passport as a minor and is still a minor after the passport's five-year expiration, may not renew their passport. They must apply for a new passport following the requirements in the Age Specifications Section above. If they are under 16 years old, their old passport is needed along with their birth certificate showing at least one parent name. Parents/guardians are advised to visit the www.travel.state.gov website for detailed information regarding the passport application process for a minor child.

For further information on all passport issues, you may visit www.travel.state.gov or phone the National Passport Information Center 1-877-874-7793