You may apply for an official U.S. Passport at these Kansas City Public Library locations:

WESTPORT BRANCH
118 Westport Rd. | Kansas City, MO 64111 | 816.701.3488

TRAILS WEST BRANCH
11401 East 23rd St. | Independence, MO 64052 | 816.701.3483

I.H. RUIZ BRANCH
2017 W. Pennway St. | Kansas City, MO 64108 | 816.701.3487

• No appointment necessary – passport services are available during regular business hours at select Library locations. **Passport service ends one hour before closing time.** Get directions or check current hours at kclibrary.org/locations.

• All applicants MUST be present, regardless of age.

• The Library offers passport services for NEW applicants. To renew your passport, please fill out form DS-82 (available at both sites).

Passport checklist

- Your completed application (Filled out in black ink)
  - Form DS-11: Application for a U.S. Passport.
  - Do not sign application until instructed to do so during the application process.

- Proof of U.S. Citizenship (Any of the following – must bring original or certified copy PLUS an additional copy)
  - Birth Certificate issued by the city, county, or state.
  - Previously issued, undamaged U.S. Passport.*
  - Consular Report of Birth Abroad or Certification of Birth.
  - Naturalization Certificate* or Certificate of Citizenship.*
  
*Also requires submission of certified Birth Certificate if applicant is age 15 or younger.

- Primary identification (Any of the following PLUS a copy – must readily identify the applicant)
  - Valid Driver’s License; if out-of-state, may need additional ID.
  - Previously issued, undamaged U.S. Passport.
  - Naturalization Certificate.
  - Current Military ID (military or dependents) or Government ID (city, state or federal).
  - Applicants age 16 & 17: Parent/legal guardian may present Primary ID if minor applicant does not have one.

- Appearing parent/legal guardian (For applicants age 15 and younger)
  - Applicants age 15 and younger need both parents/legal guardian(s) present to apply
  - If only one parent/legal guardian can appear, form DS-3053 must be submitted with application.
  - If one parent/guardian has sole custody, certified proof of sole legal custody must be submitted.
  - Applicants age 16 & 17: It is recommended that at least one parent appear in person with the applicant to show parental awareness.

- One passport photo
  - One official color photograph taken within the past 6 months.
  - Photograph should be 2” x 2”, full-face, front view, with a plain white or off-white background.

- Payment for Applicable Fees (TWO FEES are required at the time of application)
  - Check or money order: made payable to the U.S. Dept. of State for passport fee (cost varies) AND
  - $35 execution fee to be paid to the Kansas City Public Library. For the execution fee ONLY, the Library accepts, cash, credit/debit card, check, or money order made payable to the Kansas City Public Library.

For more information, printable forms, and current passport fees visit www.kclibrary.org/passports www.travel.state.gov
Please note that there are TWO SEPARATE FEES for a passport application. You will need to submit a SEPARATE PAYMENT for each fee.

### Execution Fee

- **Cash, debit/credit cards, check, or money order accepted for execution fees.**
- **Make payable to:** Kansas City Public Library
- **$35**

### Passport Fee

- **Check or money order ONLY; cash or debit/credit cards CANNOT be accepted for passport fees.**
- **Under age 16**
  - **Age 16+**
- **Make check or money order payable to:** U.S. Department of State
- **$80**
  - **$110**
- **$15**
  - **$30**
- **$95**
  - **$140**

### Optional Fees

- **Expedite Fee**
  - Add $60 per application (Payable to U.S. Dept. of State)
- **Overnight Delivery Service**
  - $27 (Payable to Kansas City Public Library)
- **1-2 Day Delivery Return Service**
  - Add $17.13 per application (Payable to U.S. Dept. of State)