United States Passport Services

OVERVIEW & CHECKLIST

Passport service hours at these Kansas City Public Library locations below. Full hours at kclibrary.org/locations.

**TRAILS WEST BRANCH**
11401 East 23rd St. | Independence, MO 64052 | 816.701.3483
- Mon-Thu: 9 a.m. – 7 p.m. | Fri-Sat: 9 a.m. – 4 p.m.
- Sun: 11 a.m. – 4 p.m.

**WESTPORT BRANCH**
118 Westport Rd. | Kansas City, MO 64111 | 816.701.3488
- Mon-Tue: 10 a.m. – 5 p.m. | Wed-Thu: 10 a.m. – 6 p.m.
- Fri-Sat: 10 a.m. – 4 p.m. | Sun: CLOSED

**I.H. RUIZ BRANCH**
2017 W. Pennway St. | Kansas City, MO 64108 | 816.701.3487
- Mon-Thu: 11 a.m. – 6 p.m. | Fri: 11 a.m.– 4 p.m.
- Sat: 10 a.m. – 1 p.m. | Sun: CLOSED

**SUGAR CREEK BRANCH**
102 S Sterling Ave. | Sugar Creek, MO 64054 | 816.701.3489
- Mon-Thu: 11 a.m. – 5 p.m. | Fri-Sat: 10 a.m. – 1 p.m.
- Sun: CLOSED

PASSPORT

How it works

1. **CALL FOR APPT.**
   - Make an appointment in advance for passport services.

2. **WALK-IN SERVICE**
   - Bring your completed application and supporting documents.

3. **Complete the passport application forms.** (available at select locations)
   - Fill out all required forms accurately.

4. **Meet with a Library employee who will help you prepare your application.**
   - Review your application and documents with a Library employee.

5. **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.

6. **Payment for Applicable Fees**
   - Pay both the passport fee (cost varies) and the execution fee ($35 to be paid to the Kansas City Public Library).

7. **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.

8. **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.

9. **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.

10. **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.

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

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
- **All passport products**
  - $35

### Passport Fee
- **Check or money order ONLY; cash or debit/credit cards CANNOT be accepted for passport fees.**
- **Make check or money order payable to:** U.S. Department of State
- **Under age 16**
  - **$80**
- **Age 16+**
  - **$110**
- **Under age 16**
  - **$15**
- **Age 16+**
  - **$30**
- **Under age 16**
  - **$95**
- **Age 16+**
  - **$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 $17.56 per application (Payable to U.S. Dept. of State)