**WALK-IN SERVICE**

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.

**How it works**

1. Complete the passport application forms. (available at select locations)

2. Meet with a Library employee who will help you prepare your application.

3. Pay the applicable fees.

And we’ll take it from there!

**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 ¬ 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.
- The Kansas City Public Library does not currently offer passport photo services. Metro area Walgreens and CVS stores are among retailers offering passport photo services that meet official guidelines.

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.

**KANSAS CITY PUBLIC LIBRARY**

**United States Passport Services**

**OVERVIEW & CHECKLIST**

Make sure you have the correct items when you are ready to apply for your passport by using this checklist below.

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

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

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**CALL FOR APPT.**

**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. - 6 p.m. | Wed-Thu: 10 a.m. - 6 p.m.
- Fri-Sat: 10 a.m. - 4 p.m. | Sun: CLOSED

**WALK-IN SERVICE**

**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

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For more information, printable forms, and current passport fees visit

[www.kclibrary.org/passports](http://www.kclibrary.org/passports)  [www.travel.state.gov](http://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.

### 1. Execution Fee

Cash, debit/credit cards, check, or money order accepted for execution fees.

<table>
<thead>
<tr>
<th>Age</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Under 16</td>
<td>$100</td>
</tr>
<tr>
<td>Age 16+</td>
<td>$130</td>
</tr>
</tbody>
</table>

*Make payable to: Kansas City Public Library*

-$35 All passport products

### 2. Passport Fee

Check or money order ONLY; cash or debit/credit cards CANNOT be accepted for passport fees.

<table>
<thead>
<tr>
<th>Age</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Under 16</td>
<td>$15</td>
</tr>
<tr>
<td>Age 16+</td>
<td>$30</td>
</tr>
</tbody>
</table>

[Make check or money order payable to: U.S. Department of State]

<table>
<thead>
<tr>
<th>Age</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Under 16</td>
<td>$115</td>
</tr>
<tr>
<td>Age 16+</td>
<td>$160</td>
</tr>
</tbody>
</table>

### Optional Fees

- **Expedite Fee**: Add $60 per application *(Payable to U.S. Dept. of State)*
- **Overnight Delivery Service**: $26.35 *(CASH ONLY)*
- **1-2 Day Delivery Return Service**: Add $17.56 per application *(Payable to U.S. Dept. of State)*

www.kclibrary.org/passports  www.travel.state.gov