Passport Application Checklist (Adults –Ages 16 & Up)

IMPORTANT: Every person who is applying for a passport MUST be present.

1. **Passport application (must be two pages)**
   a. **Filled out in black ink or printed off the website (www.travel.state.gov)**
   b. **Passport Book (International travel by air, sea, or land)**
   c. **Passport Card (Only US entry by sea or land from Canada, Mexico, the Caribbean, and Bermuda)**
   d. **Routine Processing (4 - 6 weeks) or Expedite Processing (2 - 3 weeks)**

2. **Proof of U. S. Citizenship – Original (no photocopies or notarized copies)**
   a. **Certified birth certificate, old passport, or naturalization certificate**

3. **Photocopy of Proof of U.S. Citizenship - Library does provide this service**
   a. **Black & white copy of front (& back if there is printed information)**

4. **Passport Photo (No glasses) – Library does not provide this service**
   a. **Do not wear a uniform, camo attire, or a white shirt.**
   b. **If you wear a hat or head covering for religious purposes, submit a signed statement verifying the hat or head covering in your photo is part of traditional religious attire worn continuously in public.**
   c. **If you wear a hat or head covering for medical purposes, submit a signed doctor's statement verifying that the hat or head covering in your photo is used daily for medical purposes.**

5. **Current Valid Photo ID - No temporary IDs (receipt paper IDs)**
   a. **If 16 & 17 year olds cannot provide ID, then a parent must be present with ID**

6. **Photocopy of ID (must be same ID that has been presented) - Library does provide this service**
   a. **Must have a copy of front & back of the ID (preferably on one sheet)**

7. **Parental Consent – 16 & 17 year olds are not required to have a parent present**
   a. **Consent can be shown in the form of a personal check signed by parent or by having parent present with their ID**

8. **Passport Fees per passport application - Each applicant must have a separate check or money order**
   a. **Check or Money Order Only - Payable to "U.S. Department of State"**
   b. **Passport Book - $130.00**
   c. **Passport Card - $30.00**
   d. **Both book & card - $160.00**
   e. **Expedite fee (optional) - $60**
   f. **1-3 Day Delivery of Book Only fee (optional) - $26.87**

9. **Execution Fee of $35 per passport application**
   a. **Cash, Check, Money Order, or Debit/Credit Card**
   b. **1-3 Day Delivery fee (optional) - $33.46**
   c. **Payable to the Derby Public Library**

Derby Public Library Passport Hours	
Mon – Thurs	9:00 – 8:00
Fri	9:00 – 5:30
Sat	9:00 – 4:00
Sun	1:00 – 4:00

Updated 10/12/26