

## ADULT APPLICATION FEES (Age 16+)

PASSPORT TYPE	APPLICATION FEE <i>Payable to Dept. of State</i>	ACCEPTANCE FEE <i>Payable to PJFL</i>
<b>ROUTINE SERVICE: 4-6 Weeks</b>		
Passport Book	\$110	\$25
Passport Card	\$30	\$25
Passport Book and Card	\$140	\$25
<b>EXPEDITED SERVICE: 2-3 Weeks (add \$60 for each Application)</b>		
Passport Book	\$170 (\$110 + \$60)	\$25
Passport Card	\$90 (\$30 + \$60)	\$25
Passport Book and Card	\$200 (\$140 + \$60)	\$25

## MINOR APPLICATION FEES (Under Age 16)

PASSPORT TYPE	APPLICATION FEE <i>Payable to Dept. of State</i>	ACCEPTANCE FEE <i>Payable to PJFL</i>
<b>ROUTINE SERVICE: 4-6 Weeks</b>		
Passport Book	\$80	\$25
Passport Card	\$15	\$25
Passport Book and Card	\$95	\$25
<b>EXPEDITED SERVICE: 2-3 Weeks (add \$60 for each Application)</b>		
Passport Book	\$140 (\$80 + \$60)	\$25
Passport Card	\$75 (\$15 + \$60)	\$25
Passport Book and Card	\$155 (\$95 + \$60)	\$25

## CALCULATE YOUR PASSPORT FEES

There are two separate fees that must be paid for a U.S. Passport. You must have one check OR one money order for the Passport Book or Passport Card, payable to the Department of State. You must pay PJFL separately for the Acceptance fee, and for any photos or copies made.



Passport BOOKS are for air, land, and sea travel everywhere!

Passport CARDS are for land and sea travel to Mexico, Canada, Bermuda & the Caribbean ONLY!



## U.S. Department of State Fees

	SERVICE	FEE		QUANTITY		TOTAL
Fee paid to the U.S. Department of State by check or money order.	Adult Passport	\$110.00	x		=	
	Adult Card	\$30.00	x		=	
	Child Passport	\$80.00	x		=	
	Child Card	\$15.00	x		=	
	Expedite Fee*	\$60.00	x		=	
	Express Mail*+	\$15.89	x		=	
<b>Payment #1 TOTAL</b>					=	

\* Expedite fee and Express Mail fee are options you may pay for quicker processing. This fee applies to the delivery of a completed passport book from the Dept. of State **to the customer.**  
+ PLEASE NOTE: Express Mail is not available for the Passport Card

## Port Jefferson Free Library Fees

	SERVICE	FEE		QUANTITY		TOTAL
Fee paid separately to PJFL by check or money order.	Acceptance	\$25.00	x		=	
	Photo	\$10.00	x		=	
	Express Mail*	\$23.75		1 charge per mailing		
<b>Payment #2 TOTAL</b>					=	

\* Expedite fee and Express Mail fee are options you may pay for quicker processing. This fee applies to the delivery of a completed application **to the Dept. of State.**

## Further questions regarding U.S. Passports?

Visit [travel.state.gov](http://travel.state.gov) or call the National Passport Information Office at **(877)487-2778** or TDD **(888)874-7793**

NOTE: PJFL processes DS-11 Passport Applications only

## WHAT YOU NEED FOR APPLICATIONS

### A DS-11 APPLICATION

- Do not sign the application until the agent instructs you to do so.
- This form can be completed online, printed from travel.state.gov, or we have forms available to fill out in person.
- If filling out by hand, print legibly and use only **BLACK INK**.

### For children under 16 years of age:

Go to travel.state.gov for a full list of requirements.

### PROOF OF CITIZENSHIP (one of the following with a copy)

- Original birth certificate or a certified copy
- Previous U.S. Passport (issued within 15 years)
- Naturalization Certificate
- Certificate of Citizenship
- Consular Report of Birth Abroad

### PROOF OF IDENTITY (one of the following with a copy)

- Valid New York driver's license or State of NY ID. (Non-NY residents, must bring a valid driver's license and a Department of State's approved secondary identification.)

### PASSPORT PHOTO

A 2x2 inch photograph taken in the last 6 months is required. The picture should be of the full face with a plain white or off-white background. PJFL offers a Passport photo service for an additional \$10 fee.

### PAYMENT (See Passport Fees tables for details)

Two separate payments are required for a passport.

- **Application fee:** payable to the Department of State with check or money order.
- **Acceptance fee:** payable to PJFL with check or money order.

## PASSPORT RENEWALS

Most renewals can be done by mail. Please visit the U.S. Department of State – Passports by Mail page to see if you qualify to use the service (<https://travel.state.gov/content/passports/en/passports/renew.html>).

### Renew by mail using Form DS-82 if your most recent passport:

- Is submitted with your application
- Is undamaged (other than normal "wear and tear")
- Was issued when you were age 16 or older
- Was issued within the last 15 years
- Was issued in your current name (or you can document your name change with an original or certified copy of your marriage certificate, divorce decree, or court order)

**If any of the above statements do not apply to you, you must apply in person using form DS-11.**

### You must apply in person if ANY of the following are true:

- You have never been issued a U.S. passport
- You were under age 16 when your previous passport was issued
- Your most recent U.S. passport was issued more than 15 years ago
- Your most recent U.S. passport was lost or stolen
- Your name has changed since your previous U.S. passport was issued and you are unable to legally document your name change

## Hours of Service

### Service by Appointment *ONLY*

We are available by appointment to process applications (hours may vary during holiday closings):

**Monday, Tuesday & Thursday** 2:00 PM - 7:00 PM  
**Friday** 1:00 PM - 4:00 PM

Call us at 631-473-0022  
and ask for Adult Reference.



# Port Jefferson Free Library Passport Service



**Port Jefferson Free Library**  
100 Thompson Street • Port Jefferson, NY 11777  
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