

## 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</b>		
Passport Book	\$130	\$35
Passport Card	\$30	\$35
Passport Book and Card	\$160	\$35
<b>EXPEDITE</b>		
Passport Book	\$190 (\$130 + \$60)	\$35
Passport Card	\$90 (\$30 + \$60)	\$35
Passport Book and Card	\$220 (\$160 + \$60)	\$35

## 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</b>		
Passport Book	\$100	\$35
Passport Card	\$15	\$35
Passport Book and Card	\$115	\$35
<b>EXPEDITE</b>		
Passport Book	\$160 (\$100 + \$60)	\$35
Passport Card	\$75 (\$15 + \$60)	\$35
Passport Book and Card	\$175 (\$115 + \$60)	\$35

## 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 U.S. 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 port entry crossings from Mexico, Canada, Bermuda & the



**Caribbean ONLY!**  
The passport card is Real ID compliant and can be used for domestic travel.

## 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	\$130.00	x		=	
	Adult Card	\$30.00	x		=	
	Child Passport	\$100.00	x		=	
	Child Card	\$15.00	x		=	
	Expedite Fee*	\$60.00	x		=	
	Express Mail*+	\$18.32	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 cash, credit card, check or money order.	Acceptance	\$35.00	x		=	
	Photo	\$10.00	x		=	
	Express Mail*	\$25.50		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**

**Processing times are set by the DOS. Visit their website prior to scheduling your appointment for up to date processing times.**

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](http://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](http://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 U.S. Department of State with check or money order only.
- **Acceptance fee:** payable to PJFL with cash, credit card, check or money order.

## PASSPORT RENEWALS

Most renewals can be done by mail. Please visit **Renew My Passport by Mail** page to see if you qualify to use the service.

[travel.state.gov/content/travel/en/passports/apply-renew-passport/renew-by-mail.html](http://travel.state.gov/content/travel/en/passports/apply-renew-passport/renew-by-mail.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.**



# Port Jefferson Free Library Passport Service



## Hours of Service

*Service by Appointment ONLY*

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

<b>Mondays &amp; Thursdays</b>	<b>10:00 AM-8:00 PM</b>
<b>Tuesdays</b>	<b>5:00-8:00 PM</b>
<b>Wednesdays &amp; Fridays</b>	<b>10:00 AM-4:00 PM</b>
<b>1st Saturday of the Month</b>	<b>10:00 AM-2:00 PM</b>

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

### 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



**Port Jefferson Free Library**  
100 Thompson Street • Port Jefferson, NY 11777  
(631)473-0022 • [portjefflibrary.org](http://portjefflibrary.org) • #portjefflibrary