

## WHAT YOU NEED FOR APPLICATIONS

### A DS-11 APPLICATION (Applying for a new passport)

- 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.

### 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 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)

- A valid New York State Driver's License
- State of New York Valid I.D.

*(non-NY Residents must bring in a valid driver's license and a Department of State approved identification)*

### PASSPORT PHOTO

A 2 x 2 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. Shelter Island Public Library offers a Passport photo service for an additional \$10.00 fee.

### PAYMENT

- See Passport Fees table for details
- **TWO** separate payments are required for a passport.
- **APPLICATION FEE** - Payable by cash or money order, made out to the Department of State.
- **ACCEPTANCE FEE** - Payable by cash or money order, made out to Shelter Island Public Library.

## 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 for this service.

<http://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 in 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 the age of 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 last name has changed since your previous U.S. Passport was issued and you are unable to legally document your name change



**SHELTER ISLAND PUBLIC LIBRARY**

*Serving the Shelter Island Community Since 1885*

37 North Ferry Road • PO Box 2016 • Shelter Island, NY 11964 • Tel: (631) 749-0042

## PASSPORT SERVICE



## HOURS OF SERVICE (SERVICE BY APPOINTMENT ONLY) (hours may vary during holiday closings)

Weekdays (Except Thursday) 11:00 AM - 5:00 PM

Thursdays NOON- 7:00 PM

Saturday and Sunday Not Available

## ADULT APPLICATION FEES (AGE 16+)

| PASSPORT TYPE   | APPLICATION FEE<br><i>Payable to: Dept. of State</i> | ACCEPTANCE FEE<br><i>Payable to: SIPL</i> |
|---|--|---|
| <b>ROUTINE SERVICE: 4 - 6 Weeks</b>                                   |  |   |
| Passport Book   | \$110.00   | \$35.00                                   |
| Passport Card   | \$30.00  | \$35.00                                   |
| Passport Book And Card  | \$140.00   | 35.00                                     |
| <b>EXPEDITED SERVICE: 2 - 3 Weeks (Add \$60 for each Application)</b> |  |   |
| Passport Book   | \$170.00<br>(\$110.00 + \$60.00)                     | \$35.00                                   |
| Passport Card   | \$90.00<br>(\$30.00 + \$60.00)                       | \$35.00                                   |
| Passport Book And Card  | \$200.00<br>(\$140.00 + \$60.00)                     | \$35.00                                   |

## MINOR APPLICATION FEES (UNDER AGE 16)

| PASSPORT TYPE  | APPLICATION FEE<br><i>Payable to: Dept. of State</i> | ACCEPTANCE FEE<br><i>Payable to: SIPL</i> |
|--|--|---|
| <b>ROUTINE SERVICE: 4 - 6 Weeks</b>                                      |  |   |
| Passport Book  | \$80.00  | \$35.00                                   |
| Passport Card  | \$15.00  | \$35.00                                   |
| Passport Book and Card   | \$95.00  | \$35.00                                   |
| <b>EXPEDITED SERVICE: 2 - 3 Weeks (Add \$60.00 For Each Application)</b> |  |   |
| Passport Book  | \$140.00<br>(\$80.00 + \$60.00)                      | \$35.00                                   |
| Passport Card  | \$75.00<br>(\$15.00 + \$60.00)                       | \$35.00                                   |
| Passport Book and Card   | \$155.00<br>(\$95.00 + \$60.00)                      | \$35.00                                   |

## 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 SIPL 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 |
|--|-------------------------|----------|---|----------|---|-------|
| <b>Fee paid to the U.S. Department of state by check or money order.</b> | 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**          | \$17.13  | 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 Department of State to the customer.

\*\* PLEASE NOTE: Express Mail is not available for the Passport Card.

## SHELTER ISLAND PUBLIC LIBRARY FEES

|   | SERVICE       | FEE     |   | QUANTITY               |   | TOTAL |
|---|---------------|---------|---|------------------------|---|-------|
| <b>Fee paid separately to Shelter Island Public Library by check or money order</b> | Acceptance    | \$35.00 | x |                        | - |       |
|   | Photo         | \$10.00 | x |                        | - |       |
|   | Express Mail* | \$25.50 |   | One 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 passport book from the Department of State to the customer.

**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**