MID-CONTINENT PUBLIC LIBRARY

Passport services are available by appointment only at the following branches:

- **Blue Springs North Branch** 850 NW Hunter Dr., Blue Springs, MO | 816.224.8772
- **Colbern Road Library Center** 1000 NE Colbern Road, Lee's Summit, MO |816.525.9924
- **East Lee's Summit Branch** 2240 SE Blue Pkwy., Lee's Summit, MO | 816.759.2085
- **Kearney Branch** 100 S. Platte-Clay Way, Kearney, MO | 816.628.5055
- **Lee's Summit Branch** 150 NW Oldham Pkwy., Lee's Summit, MO | 816.524.0567
- **Parkville Branch** 8815 Tom Watson Pkwy., Parkville, MO | 816.741.4721
- **Raytown Branch** 6131 Raytown Road, Raytown, MO | 816.353.2052
- **Smithville Branch** 120 Richardson St., Smithville, MO | 816.532.0116
- **Withers Branch** 1665 S. Withers Road, Liberty, MO | 816.781.9240

Appointments vary by location. Contact one of these locations to schedule your appointment or make an appointment at **mymcpl.org/Passports**.

All applicants **MUST** be present, regardless of age.
The Library offers passport services for NEW applications. To renew your passport, please fill out form DS-82 available at passport services locations.

Passport Checklist

- Your completed application (filled out in black ink and UNSIGNED)
  - 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 one 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 one of the following–PLUS a copy showing both front and back of the ID. It 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 and 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 and 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 six months
  - Photograph should be 2" x 2", full face, front view, with a plain white or off-white background
  - Mid-Continent Public Library is not currently offering passport photo services. Metro-area Walgreens and CVS stores offer passport photo services that meet the guidelines for your official passport.

- Two fees are required at the time of application
  1. Check or money order made payable to the U.S. Dept. of State for passport fee **and**
  2. $35 execution fee to be paid to Mid-Continent Public Library. (The Library accepts checks made payable to "Mid-Continent Public Library"; cash or credit/debit card.)

Passport fees	Passport Book	Passport Card	Passport Book & Card
Applicants under 16	$100	$15	$115
Applicants 16+	$130	$30	$160

Optional fees

Expedite fee **$60 per application** (payable to U.S. Dept. of State)

1-3 Day delivery return service **$26.87** (payable to U.S. Dept. of State)

Please note that Passport Execution Fees are non-refundable, and Mid-Continent Public Library is not liable for any missed travel.

For current processing times, please visit travel.state.gov.