

# Mid-Continent Public Library United States Passport Services OVERVIEW & CHECKLIST

PASSPORT



## You may apply for a U.S. passport at these locations:

- **Parkville Branch** 8815 Tom Watson Pkwy., Parkville, MO | 816.741.4721
- **Smithville Branch** 120 Richardson St., Smithville, MO | 816.532.0116
- **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
- **Blue Springs North Branch** 850 NW Hunter Dr., Blue Springs, MO | 816.224.8772

- Passport services are available by appointment only.
- Appointments vary by location. Contact one of these locations to schedule your appointment.
- Get directions or check current hours at [mymcpl.org/Locations](http://mymcpl.org/Locations).

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



Make sure you have the correct items when you are ready to apply for your passport by using this checklist below.

### How it works

1

Complete the passport application forms. (available at select locations)

2

Meet with a Library employee who will help you prepare your application.

3

Pay the applicable fees.

And we'll take it from there!

- Your completed application (filled out in black ink)**
  - 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 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*

**MUST bring BOTH**

Original or Certified Copy

+

Separate Copy
- Primary identification (any of the following PLUS a copy—must readily identify the applicant)**

**MUST bring BOTH**

Original photo ID document

+

A copy showing both FRONT and BACK of the ID

  - 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 & 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 & 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 last 6 months
  - Photograph should be 2" x 2", full-face, front view, with a plain white or off-white background.
  - Mid-Continent Public Library does not currently offer passport photo services. Metro-area Walgreens and CVS stores are among retailers offering passport photo services that meet official guidelines.

- Payment for Applicable Fees (TWO FEES are required at the time of application)**
  - Check or money order made payable to the U.S. Dept. of State for passport fee (cost varies)

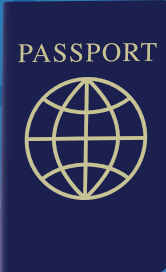
**AND**

  - \$35 execution fee per application to be paid to Mid-Continent Public Library

**Note:** For the execution fee **ONLY**, the Library accepts cash, credit/debit card, or check made payable to Mid-Continent Public Library.

For more information, printable forms, and current passport fees, visit [mymcpl.org/Passports](http://mymcpl.org/Passports) [travel.state.gov](http://travel.state.gov)

# Mid-Continent Public Library United States Passport Services PRODUCTS & FEES



Please note that there are **TWO SEPARATE FEES** for a passport application. You will need to submit a **SEPARATE PAYMENT** for each fee.

**Execution Fee**

**Passport Fee**

**1**



**2**

Payable to  
Mid-Continent  
Public Library

Payable to  
U.S. Department  
of State

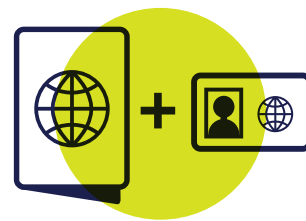
Which passport product or products do you need?



**Passport Book**



**Passport Card**



**Passport Book + Card**

## 1 Execution Fee

Cash, debit/credit cards, or check accepted for execution fees.



Make payable to:  
**Mid-Continent Public Library**

**\$35**

All passport products

## 2 Passport Fee

Check or money order ONLY; cash or debit/credit cards CANNOT be accepted for passport fees.



Make check or money order payable to:  
**U.S. Department of State**

Under age 16    Age 16+

**\$80    \$110**

Under age 16    Age 16+

**\$15    \$30**

Under age 16    Age 16+

**\$95    \$140**

## Optional Fees



**Expedite Fee**

Add **\$60** per application  
(Payable to U.S. Dept. of State)



**Overnight Delivery Service**

Add **\$26.35** (Payable to Mid-Continent Public Library)



**1-2 Day Delivery Return Service**

Add **\$17.56** per application  
(Payable to U.S. Dept. of State)