

Passport Card

The Passport card is NOT FOR TRAVEL BY AIR.

The Passport Card can ONLY be used for land and sea travel between the United States, Canada, Mexico, Bermuda, and the Caribbean.

****THE LIBRARY CAN MAKE A PHOTOCOPY OF YOUR BIRTH CERTIFICATE AND OTHER DOCUMENTS, BUT THE ORIGINALS WILL STILL NEED TO BE SENT WITH THE APPLICATION. ****

ALL PASSPORT FEES SUBJECT TO CHANGE.

For current fee information, please call the library at:

515-758-2121

Or visit

<https://travel.state.gov/content/travel/en/passports.html>

Thank you.

Revised 01/04/2022



**Earlham
Public Library**

Passport Acceptance Facility



For appointments:
Call 515-758-2121

Appointment times are available
Monday-Friday from 10:00AM-
4:15PM and Wednesdays until
6:15PM. Please allow 30-45
minutes for each appointment.

Adult (Age 16 and older)

ALL APPLICANTS MUST BE PRESENT

Note: Applicants age 16 & 17 must either have
1 Parent present or a check written by a
parent.

CHECK OR MONEY ORDER PAYABLE TO THE:

U.S. DEPARTMENT OF STATE

(NO CASH OR CREDIT CARDS ACCEPTED)

*PASSPORT CARD ONLY:

Routine Service: \$30.00

Expedited Service: \$90.00

*PASSPORT BOOK ONLY:

Routine Service: \$130.00

Expedited Service: \$190.00

*PASSPORT BOOK AND *PASSPORT CARD:

Routine Service: \$160.00

Expedited Service: \$220.00

Prices Effective: 12/27/2021

*CHILDREN (Age 15 and under)

ALL APPLICANTS MUST BE PRESENT

*ALL MINORS **UNDER 16 YEARS** OF AGE MUST
HAVE **BOTH PARENTS PRESENT OR ONE
PARENT AND ONE NOTARIZED CONSENT
LETTER OR DS-3053 FORM FROM THE
ABSENT PARENT **ALONG WITH A COPY OF
HIS/HER IDENTIFICATION – FRONT AND
BACK****

CHECK OR MONEY ORDER PAYABLE TO THE:

U.S. DEPARTMENT OF STATE

(NO CASH OR CREDIT CARDS ACCEPTED)

*PASSPORT CARD ONLY:

Routine Service: \$15.00

Expedited Service: \$75.00

*PASSPORT BOOK ONLY:

Routine Service: \$100.00

Expedited Service: \$160.00

*PASSPORT BOOK AND *PASSPORT CARD:

Routine Service: \$105.00

Expedited Service: \$175.00

PLEASE HAVE THE FOLLOWING FOR EACH APPLICANT:

Instructions for Passport Execution at our
Facility Only

- **Completed DS-11 Application** – (Sections 1-21 Only) Applications must be single sided. Ask a librarian to help you get an application if you do not have one.
- **Proof of U.S. Citizenship:**
 - For Adults (16 and older) Certified copy of *U.S. Birth Certificate or *Naturalization / *Citizenship Certificate, *Consular Report of Birth Abroad *(Original and we will make a photocopy to send as well.)
 - Or a previous passport.
 - *For Children (15 and under) with a previous valid Passport must have BOTH a certified copy of Birth Certificate and previous passport.
- **An ID Document** or suitable photocopy showing front and back sides to present to the librarian.
- **1 Passport Photo** **Photos are taken at this Acceptance Facility for a fee of \$10.00. Any form of payment is accepted. **
- **\$35.00 Execution fee:**
 - Payable to:
EARLHAM PUBLIC LIBRARY
(ANY TYPE OF PAYMENT ACCEPTED)
- **PASSPORT FEE:**
 - Payable by:
CHECK OR MONEY ORDER ONLY
(Families with the same last name may use one check. Put first names and birth dates of each passport applicant on the memo line of the check.)
 - Payable to:
U.S. DEPARTMENT OF STATE