

PRINCE MEMORIAL LIBRARY
PASSPORT ACCEPTANCE FACILITY

Prince Memorial Library has three passport acceptance agents on hand to execute applications for passport books and passport cards. We ask that you call us at **(829-2215)** to make an appointment so that we are available to see you. Passports must be mailed the same day they are processed, limiting how late in the day we make appointments. Applications for first time passports/children and renewals, as well as, other forms are available at the library or online @ www.travel.state.gov. **Go online to read all about specific requirements, processing timeline, fees, and special travel notices.**

Be sure to read directions carefully, print in black ink, and be prepared with a completed application that is **NOT SIGNED**. We need to witness signatures. You will need to bring primary evidence of U.S. citizenship, a photo I. D., two checks – one for the U. S. Dept. of State – one to Prince Memorial Library, two identical passport photographs that meet the requirements for size, quality, and content and other documents if required for name changes etc.

The above website updates how long passport processing times are taking. This will help you to decide if you need to expedite the passport for an additional \$60, plus overnight mailing fees. Feel free to call and speak with Arabella, Elizabeth or Pam at the library if you have any questions. It is advisable to process your applications sooner than later.

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