

Applying for a U.S. Passport

At the Seward Community Library & Museum

By Appointment Only*

***Call 907-224-4082 to review and schedule an appointment with a passport agent.**

***Note: Incomplete applications, missing information, or tardiness will result in a cancelled appointment.**

Passport Renewals: IF you have a passport, AND:

- You can send your passport in with the application, **AND**
- You were at least 16 years old when you received your most recent passport, **AND**
- Your most recent passport or card was issued less than 15 years ago, **AND**
- You are using the same name as your most recent passport, **OR** have changed your name by marriage or court order, **AND** *can submit proper documentation to reflect the change,*

THEN you can apply for a new passport by mail using the **DS-82 U.S. Passport Renewal Application for Eligible Individuals form**. Forms are available at the library front desk.

IF you don't qualify for the above, THEN you need to apply for a passport using the DS-11 Application for a U.S. Passport form. Prepare the following **BEFORE scheduling your appointment:**

- 1 passport photo. (do not wear glasses).**
 - Photos available locally at Grant Electronics (224-7015) or One Shot Photography (362-1071).
- 1 CERTIFIED copy of your birth certificate or naturalization certificate.**
 - MUST have an embossed seal, be signed by authority and include date filed, date of birth, your full name, and parent's name.
 - If you don't have a certified copy, ask us where you can get one before your appointment.
- Valid driver's license and/or other form of government issued photo I.D.**
 - An out-of-state I.D. requires an additional source of identification.
- Passport Application completed in BLACK INK, but NOT SIGNED.**
- ONE check or money order payable to: U.S. DEPARTMENT OF STATE.**
 - \$110 if you are 16 or older for a Passport Book.
 - \$80 if you are under 16 for a Passport Book.
 - \$30 if you are 16 or older for a Passport Card (**NOT** valid for air travel).
 - \$15 if you are under 16 for a Passport Card (**NOT** valid for air travel).
 - **Expedited Service is an additional \$60.00 per application (Passport book only).**
 - **Overnight Deliver Return Fee is an additional \$15.89 per application.**
- ONE check, money order or cash for \$35.00 PER APPLICATION, payable to: SEWARD COMMUNITY LIBRARY & MUSEUM.**

ROUTINE SERVICE	Processing time for routine applications is approximately 6-8 weeks from the time of application.
EXPEDITED SERVICE	Processing time for expedited service that includes the overnight delivery option (two day guarantee in Alaska) to and from the Passport Agency, is approximately 3 weeks .

Plan Ahead

Plan far in advance to your need. It is recommended that applications be submitted at least two months prior to need. Expedited fees are required if needed six weeks or less from travel date. Be aware of the limited staff availability for appointments due to the many other duties staff are required to fulfill.

US Passport Book			
	Passport Fee Check payable to Department of State	Execution Fee Check payable to SCLM	Total
Adults First Time Age 16 and over	\$110	\$35	\$145
Adults Renewal By mail with form DS-82	\$110	\$0	\$110
Minors Under age 16	\$80	\$35	\$115
US Passport Card			
	Passport Fee Check payable to Department of State	Execution Fee Check payable to SCLM	Total
Adults First Time Age 16 and over	\$30	\$35	\$65
Adults Renewal By mail with form DS-82	\$30	\$0	\$30
Minors Under age 16	\$15	\$35	\$50
Optional Service Fees Check payable to the Department of State			
File Search Fee		\$150	
Expedite Processing Fee		\$60	
Overnight Deliver Return Fee (Book ONLY)		\$15.89	

Alternative Passport Agent Locations:

USPO - ANCHORAGE	4141 POSTMARK DR.	ANCHORAGE	99519	907-266-3266
USPO - COOPER LANDING	38741 SNUG HARBOR RD.	COOPER LANDING	99572	907-595-1234
USPO - EAGLE RIVER	11471 BUSINESS BLVD.	EAGLE RIVER	99577	907-694-2732
USPO - GIRDWOOD	118 LINDBLAD AVE.	GIRDWOOD	99587	907-783-2922
USPO - HOMER	3658 HEATH STREET	HOMER	99603	800-275-8777
USPO - KENAI	140 BIDARKA ST	KENAI	99611	907-283-7771
COLONY HIGH SCHOOL LIBRARY	9550 E BOGARD ROAD	PALMER	99645	907-861-5538
USPO - PALMER	500 SOUTH COBB ST.	PALMER	99645	907-745-5051
USPO - WASILLA	401 N. MAIN ST.	WASILLA	99654	907-376-5327
USPO - WILLOW	13232 N. MCKINLEY WAY	WILLOW	99688	907-495-6266

Search online for additional locations at iafdb.travel.state.gov.

The U.S. Department of State website is an excellent resource to find more answers or track your currently processing passport. Visit travel.state.gov for more information.