

**Applying for a U.S. Passport
at the Seward Community Library & Museum
*By Appointment Only***

***Call 907-224-4082 to review requirements and get added to our appointment wait list.**

***NOTE: Appointments are cancelled if 10+ minutes late, application is incomplete or signed or not completed in black ink, missing information, or not all persons required present.**

RENEW YOUR PASSPORT BY MAIL IF YOU ANSWER “YES” TO ALL OF THE FOLLOWING:

- ▶ You have your passport in your possession to submit with the application, **AND**
- ▶ It is undamaged other than normal wear and tear, **AND**
- ▶ Was issued when you were age 16 or older, **AND**
- ▶ Was issued within the last 15 years, **AND**
- ▶ Was issued in your current name or you can document your name change...

...THEN you can apply for a new passport by mail by yourself. Forms available at the library front desk and online at travel.state.gov/content/travel/en/passports/have-passport/renew.html.

IF you're not eligible to renew your passport, THEN you need to apply for a passport in person.

Forms available at the library front desk and online at travel.state.gov/content/travel/en/passports/need-passport/apply-in-person.html.

Prepare the following BEFORE you request an appointment:

- 1 passport photo. (do not wear glasses and do not staple to application)**
 - Photos available locally at Grant's Electronics (224-7015) or Emily Jordan Photography (406-788-7626).
- 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**, **NOT SIGNED**, and **PRINTED ONE SIDED**.**
- 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 \$17.13 per application.**
- ONE (separate) 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 applications that <i>includes</i> the overnight delivery option (2-day guarantee in Alaska) to and from the Passport Agency, is approximately 3 weeks.

PLAN AHEAD

Plan far in advance to your need. We recommend beginning the process 3 months in advance.

NOTE: We have limited passport agent availability for passport appointments due to the many other duties they are required to fulfill as Library Museum staff in addition to passport agent duties.

For current Processing Times for US Passports visit at travel.state.gov/content/travel/en/passports/how-apply/processing-times.html.

ADDITIONAL PASSPORT FACILITY LOCATIONS

Search online for additional passport acceptance facility locations at iafdb.travel.state.gov. Search by zip code and adjust drop down to 150 miles to include the Kenai Peninsula and Anchorage areas.

ONLINE INFORMATION

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.

Fees

U.S. PASSPORT BOOK			
	Passport Fee Check Payable to U.S. Department of State	Execution Fee Check payable to SCLM	Total
Adults First Time Age 16 and over	\$110.00	\$35.00	\$145.00
Adults Renewal By mail with form DS-82	\$110.00	\$0	\$110.00
Minors Under age 16	\$80.00	\$35.00	\$115.00
U.S. PASSPORT CARD			
Adults First Time Age 16 and over	\$30.00	\$35.00	\$65.00
Adults Renewal By mail with form DS-82	\$30.00	\$0	\$30.00
Minors Under age 16	\$15.00	\$35.00	50.00
OPTIONAL SERVICE FEES			
Check payable to the U.S. Dept of State			
File Search Fee		\$150.00	
Expedite Processing Fee		\$ 60.00	
Overnight Deliver Return Fee (book only)		\$ 17.13	