

Passport application information – Prince George’s County Memorial Library System

If you are planning to travel within two weeks, you must apply for a passport in person at a **U.S. Passport Agency or Center**. Expedited fees apply. Those closest to Prince George’s County are located in **Washington, DC** and **Philadelphia, PA**. You must make an appointment in advance by calling 877-487-2778.

Passport Services at Accokeek Branch Library (no appointment necessary)

- Monday and Wednesday – 3 pm to 8 pm
- Tuesday and Thursday – 2 pm to 5 pm
- Saturday – 10 am to 3 pm
- Friday and Sunday – no passport service

Passport Services at Greenbelt Branch Library (no appointment necessary)

- Monday and Tuesday – 1:30 pm to 6:30 pm
- Wednesday through Friday – 12 pm to 4 pm
- Saturday - 11 am to 3 pm
- Sunday – No passport service

Passport Services at Largo Kettering Branch Library (no appointment necessary):

- Monday and Tuesday – 1:30 pm to 7:30 pm
- Wednesday through Friday – 12 pm to 4 pm
- Saturday 10 am to 3 pm
- Sunday – No passport service

Passport Services at Laurel Branch Library (no appointment necessary):

- Monday, Wednesday & Thursday – 4 pm to 7:30 pm
- Saturday – 11 am to 3 pm
- Tuesday, Friday and Sunday – No passport service

Passport Services at New Carrollton Library (no appointment necessary)

- Monday through Thursday – 11 am to 7 pm
- Friday - 12 pm - 4 pm
- Saturday 11 am – 3 pm
- Sunday – No passport service

Passport Services at Oxon Hill Library (no appointment necessary)

- Monday and Wednesday – 1 pm to 7 pm
- Tuesday – 11 am to 4 pm
- Thursday and Friday - 12 pm - 4 pm
- Saturday - 10 am to 3 pm
- Sunday – No passport service

What You Will Need to Apply:

- The applicant, regardless of age, must appear in person. If a group of family members are submitting applications together, all members must be present before the applications will be accepted.
- Applicants ages birth to 15 must be accompanied by parents presenting proof of relationship to the minor child; such as a birth certificate or adoption papers. Whoever is listed as the child's parent must appear. If two parents are listed, one parent may appear with a notarized consent form, **DS-3053**, and a photocopy of both sides of the non-appearing parent's ID.
- For applicants 16 and 17 years old, it is necessary for only one parent to be present
- Check or money order for Department of State fees. A separate check or money order is needed for each application being submitted.
- A separate check, credit card or money order for library passport fees.
- Proof of Identity – valid driver's license/state ID card/military ID/passport. Learner's permits are not accepted by the Department of State.
- A **completed** application form **DS-11**. The form must be completed in black ink. Please do not sign the form.
- Proof of U.S. Citizenship. Only these forms of proof are accepted. Photocopies are not acceptable.
 - Government issued U.S. birth certificate featuring parent(s) name(s), an official seal and signature
 - Naturalization certificate
 - Previously issued U.S. passport
- One 2"x2" passport photo with a white background.

Special Situations:

- If you have a passport under a different name, please bring evidence to support the name change.
- For customers requesting '**hand carry**' service, a letter of authorization and an itinerary are required.
- For children deriving citizenship through parents, parents' naturalization certificate e, child's permanent resident card and child's birth certificate are required. If the birth certificate is not in English, a certified English translation is required.

Department of State Fees:

Amounts vary depending on the product you need. See the chart below. Department of State passport fees are payable by check or money order ONLY. A separate check, payable to the Department of State, is required for each application.

Product	Cost (does not include PGCMLS)	Estimated Processing Time*
·Passport book – age 16 and over	\$110	4-6 weeks
·Passport book – age 15 and under	\$80	4-6 weeks
·EXPEDITED Passport book – age 16	\$170 (\$110+\$60 fee for expedited service)	2-3 weeks
·EXPEDITED Passport book – age 15	\$140 (\$80+\$60 fee for expedited service)	2-3 weeks
·Passport card – age 16 and over	\$30	4-6 weeks
·Passport card – age 15 and under	\$15	4-6 weeks
·EXPEDITED Passport card – age 16	\$90 (\$30+\$60 fee for expedited service)	2-3 weeks
·EXPEDITED Passport card – age 15	\$75 (\$15+\$60 fee for expedited service)	2-3 weeks

*Processing time may vary depending on the season. Visit www.travel.state.gov for actual processing time

PGCMLS Fees:

PGCMLS fees may be paid with credit card (Visa, MasterCard or Discover), money order or check in the exact amount made payable to:

Prince George's County Memorial Library System.

\$35 for EACH PASSPORT APPLICATION SUBMITTED