

What is a Passport Acceptance Facility?

A Passport Acceptance Facility is a public sector office that is designated to accept and execute passport applications on our behalf.

Reference Staff are Certified Passport Agents and can verify the information of applicants using Form DS-11, which includes all first-time applicants and all minors.

Passport Book or Card?

The book is used for international travel by air, sea, or land.

The card is used for travel by land or sea and cannot be used for international air travel.

When will I get my passport?

Processing times begin the day the application is received at a passport processing center, not the day you mail your application or apply.

Check the U.S. passport website for current processing times: <https://travel.state.gov/content/travel/en/passports/how-apply/processing-times.html>

Decreased mailing times require additional fees. Please ask staff for current rates.

Traveling in a Hurry?

You may need to make an in-person appointment at a Passport Agency. The three closest centers are Chicago, Detroit, and Minneapolis Passport Agencies.

Passport Agencies: tinyurl.com/hwnh5cpa
Urgent Travel Service: tinyurl.com/wyr6wmb2

Frequently Asked Questions

tinyurl.com/2p8aun24

Contact

US Department of State
1-877-487-2778
1-888-874-7793 (TDD/TTY)



Track your passport status

<https://passportstatus.state.gov>

PASSPORT APPLICATION INFORMATION



 **PETER WHITE**
PUBLIC LIBRARY

— Passport Acceptance Facility —

217 North Front Street
Marquette, Michigan 49855

906-226-4311 | 906-226-4312
refdesk@pwpl.info

Passport Application Requirements

Please note:

Children ages 15 & 16 and minors ages 16 & 17 require special circumstances. Please confirm with staff if any additional documentation is required.

☐ Form DS-11: Application for U.S. Passport

- Filled out in black ink with no mistakes
- Available at the library or online at travel.state.gov

☐ US Citizenship evidence + photocopy

One of the following:

- US birth certificate
- US passport (may be expired)
- Consular Report of Birth Abroad
- Certificate of Naturalization or Citizenship

☐ Passport Photo

- Passport photos can be taken at MQT Wallpaper & Paint, Walgreen's, or County Clerk's office.

☐ Proof of identity + photocopy

- Current, valid in-state ID with color photo and signature (most commonly a driver's license)
- Parent's ID will be used for minors

☐ Fee to the US Department of State

- **CHECK OR MONEY ORDER** (No starter checks)
- Print the full name and date of birth of the applicant on the front of the check or money order

16 years of age and older

\$130.00 passport book

\$30.00 passport card

\$160.00 book and card

Under 16 years of age

\$100.00 passport book

\$15.00 passport card

\$115.00 book and card

Expedited service is an extra \$60.00 per application

☐ Fee to the Peter White Public Library

- Cash, check, or credit card is accepted
- \$35.00 per each application

☐ Apply by appointment

- Each person applying for the passport must be present. Parents must also be present with minors.



RENEWALS

You can renew your passport online at: <https://travel.state.gov/content/travel/en/passports/have-passport/renew-online.html>

You can renew your passport by mail if:

1. You can submit your most recent passport
2. It's undamaged other than normal wear and tear
3. It was issued when you were age 16 or older
4. It was issued in your current name or you can document your name change

If you answered **no** to any statement, you must apply in person and follow the steps for first time applicants.

☐ Form DS-82: Application for Passport Renewal

- Filled out in black ink with no mistakes
- Available at the library or online at travel.state.gov

☐ Submit your most recent US Passport

☐ Include name change documents

- If the name you are currently using is different from the name on your most recent U.S. passports, you must provide a **certified copy of the legal name change** document. Examples include a marriage certificate, divorce decree, or court order

☐ Passport Photo

- Passport photos can be taken at MQT Wallpaper & Paint, Walgreen's, or County Clerk's office.

☐ Fee to the US Department of State

- **CHECK OR MONEY ORDER** (No starter checks)
- Print the full name and date of birth of the applicant on the front of the check or money order

26 years of age or older

\$130.00 passport book

\$30.00 passport card

\$160.00 book and card

Under 26 years of age

Must complete Form DS-11 to apply for adult passport at an acceptance facility

Expedited service is an extra \$60.00 per application

☐ Mail completed application

- Do not fold your application; using USPS Priority Mail envelope is recommended (includes TRACKING)

ROUTINE:

National Passport Processing Center
Post Office Box 90155
Philadelphia, PA 19190-0155

EXPEDITE (Write *expedite* on the envelope):

National Passport Processing Center
Post Office Box 90955
Philadelphia, PA 19190-0955