Welcome to the information page for The US Passport Event at the Port Chester-Rye Brook Public Library, Located at: 1 Haseco Avenue, Port Chester, NY, 10573. We will be accepting applicants from 11:00AM-3:00PM. This will be a walk-in event, appointments not required.

ALL APPLICANTS MUST APPEAR IN PERSON, INCLUDING CHILDREN

These are the requirements to apply for a US passport:

Adults (Ages 16 and older):

- 1 passport photo (we provide this service for $15)
- Original birth certificate (with raised seal OR naturalization certificate OR Previous passport if renewing)
- Social security card
- Valid state issued Identification (front and back) or passport (US OR foreign)
- Out of state driver’s license other than CT, must submit a second form of ID
- Personal bank check or money order (NO CASH or CREDIT ACCEPTED for The US Department of State)
- Proof of name change (Marriage certificate, court order OR divorce decree)

Ages 16-17:

- 1 passport photo (we provide this service for $15)
- Original birth certificate (with raised seal OR naturalization certificate OR Previous passport if renewing)
- Social security card
- Bring your own ID (Learner’s permit, Driver’s license, State ID, or school ID front an back) AND bring one parent/guardian to identify you.
- Personal bank check or money order (NO CASH or CREDIT ACCEPTED for The US Department of State)

Children (Ages 15 and younger):

- 1 passport photo (we provide this service for $15)
- Original long birth certificate showing parents’ name with raised seal AND old passport if renewing OR naturalization certificate
- Social security card
- BOTH parents/legal guardians must be present or submit a NOTARIZED written consent statement by non-appearing parent with a copy of his or her driver’s license, front and back.
- Personal bank check or money order (NO CASH OR CREDIT ACCEPTED for The US Department of State)
WAIT TIMES ON PASSPORTS
EXPEDITED: 5-7 WEEKS
ROUTINE: 8-11 WEEKS

YOU MUST PAY SEPARATELY FOR THE APPLICATION, PHOTO AND FEES DURING THE WALK-IN EVENT

Passport Book Fees:

- Adult (Age 16 and older): $130.00
- Children (Age 15 and younger): $100.00
- Expedited fee: $60.00
- Expedited Shipping: $19.53
- **ONLY A CHECK OR MONEY IS ACCEPTED FOR THE U.S. DEPARTMENT STATE APPLICATION FOR EACH APPLICANT**

Passport Card Fees:

- Adult (16 and older): $30.00
- Children (15 and younger): $15.00
- **ONLY A CHECK OR MONEY IS ACCEPTED FOR THE U.S. DEPARTMENT STATE APPLICATION FOR EACH APPLICANT**

Passport Services Fees:

- Execution Fee only: $35.00
- Photos: $15.00 per set
- **CREDIT OR DEBIT CARD OR CASH IS ACCEPTED FOR THE LIBRARY AND PHOTO FEES**

Types of Forms to Fill Out:

- **DS-11:** First time, 5 year passports, lost or stolen passports, OR if your passport was issued before 2008
- **DS-82:** 10-year passports AND OR name change (**you will renew by mail**) 
- **DS-64:** Lost or stolen (**you must fill out this form along with a DS-11 form**) 
- **FILL THE FORMS OUT IN BLACK PEN ONLY**

- Note: if you want to apply for a passport book or card but have the other one you must fill out a DS-11 form and bring in your original birth certificate OR naturalization certificate.