

## ***What you need to apply for a passport book or passport card***

1. Two identical passport photos (2 x 2")  
There is same day service at Kinkos, CVS, Walgreens, most photo studios, and AAA (for free or at a reduced rate) if you are a member.
2. Birth certificate – a certified original with a raised seal.  
This cannot be a “birth record”, “birth announcement” or “birth registration.” The birth certificate will be sent with the application and returned separately from your passport. If your original is damaged or taped, replacements are generally available at the county clerk’s office where you were born, through the mail from the state, or through the Internet at [www.vitalchek.com](http://www.vitalchek.com) (there are many links directly to city and state vital records here also.)
3. Your driver’s license or other official picture I.D. as proof of identity  
(Children under 16 will need both parents present with their identification.)
4. A check or money order to the U.S. Department of State  
Passport book - \$110.00 for a passport ages 16 and older. For ages 15 and under, the fee is \$80.00.  
Passport card - \$30.00 for ages 16 and older; \$15.00 for ages 15 and under.
5. Other fees  
Execution fee – this is payable by cash or check for \$25.00 for each passport to the facility processing your application.  
  
Expedited applications (to receive within 2 weeks) – there is an additional \$60.00 (+14.96 express overnight postage) charge payable to the U.S. Department of State and a \$14.96 charge for express mail overnight postage cost payable to the library. (Check the U.S. Department of State’s passport website at [travel.state.gov](http://travel.state.gov) for updated overnight postage fees.)
6. A completed application  
These are available at the Roseville Public Library or on the web at [www.travel.state.gov](http://www.travel.state.gov).

NOTE: If your passport is less than 15 years old, you can submit your most recent US passport, and you were at least 16 years old when the passport was issued, you may be able to renew your passport yourself and save the \$25.00 execution fee. Stop by for a renewal form or call the library to verify your eligibility.

Passports and passport cards are valid for 10 years for people 16 yrs. and up.  
Passports and passport cards are valid for 5 years for children 16 and younger.

Additional information and forms are available on the U.S. Department of State website at: [www.travel.state.gov](http://www.travel.state.gov).

Please call the library for an **appointment** when you are ready to apply as there are limited staff available for passport processing. If you have questions or would like to make an appointment, call the Roseville Public Library at (586) 445-5407.6/09

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