

PASSPORT FEE CHART

Two separate payments are required for each passport application processed. A separate check or money order made payable to the Department of State is required for each application. There is also a \$35 Execution Fee payable to CCPL for each application.

Passport Services	U.S. Dept. of State Fees <i>Check or Money Order (per application) payable to Department of State</i>	Library Fees <i>Check, Money Order, Cash, or Credit Card (per application) payable to Carroll County Public Library</i>
Adult (ages 16 and over)		
Book	\$110	\$35
Card	\$30	\$35
Juvenile (ages 15 and under)		
Book	\$80	\$35
Card	\$15	\$35
Expedited Services <i>(per application, if requested)</i>	+\$60*	
Overnight (return only)	+\$15.89	
Color Passport Photos <i>(per person, if required)</i>		\$15

*Expedited Service: Add \$60 to the standard processing fees for faster service.

For updated information regarding regular and expedited wait times, visit <http://travel.state.gov>.

ALL FEES ARE NON-REFUNDABLE.

Please note that execution fees are the same at all Passport Acceptance Facilities.

Eldersburg Branch

6400 West Hemlock Drive, Eldersburg, MD 21784
410-386-4460

North Carroll Branch

2255 Hanover Pike, Hampstead, MD 21074
410-386-4480

<http://library.carr.org/about/passport.asp>



Revised April 1, 2018



FAST FACTS & FEES



Passport Acceptance Facilities
Eldersburg Branch
North Carroll Branch
Carroll County Public Library



410.386.4488
library.carr.org

PASSPORT HOURS

Eldersburg Branch

6400 West Hemlock Drive, Eldersburg, MD 21784
410-386-4460

North Carroll Branch

2255 Hanover Pike, Hampstead, MD 21074
410-386-4480

Monday-Thursday, 10am-7pm

Friday & Saturday, 10am-3pm

Free parking on site

No appointment necessary

Services unavailable when the branch is closed.
Please allow for wait times.

PASSPORT SERVICES

Passport Book and Card Applications

Passport Photos

Expedited Services

Please note that Carroll County Public Library (CCPL) does not process renewals. Renewal forms may be picked up at the library or online at <http://travel.state.gov>.

For estimated wait times and updates, go to <http://travel.state.gov>.

If you are traveling in less than two (2) weeks, you must go directly to the nearest passport agency. You must provide proof of travel. Please call 1-877-487-2778 to schedule an appointment. The nearest passport agency is located in Washington DC at:

600 19th Street, N.W., First Floor, Sidewalk Level,
Washington, DC 20006

Life or Death Emergencies: If you have a life or death travel emergency outside of normal business hours (after 5 pm [ET] weekends, and holidays), please call 202-647-4000.

WHAT YOU NEED TO APPLY

All applicants, including infants and children, must be present.

PROOF OF CITIZENSHIP

An original birth certificate issued by the government (featuring an official seal, signature, and names of both parents. Hospital certificates are not allowed. Original document and photocopy are required.);

-Or a Naturalization Certificate (Original document and photocopy are required.);

-Or a previous U.S. passport. (Any previous U.S. passport book or U.S. passport card, unless it was lost or stolen. Please bring evidence in support of name change, if applicable.)

AND Current proof of identity and copy of ID, front & back - example: valid driver's license/State ID/ Government or Military ID.

A Permanent Resident Card is also required for children of a Naturalized parent.

OUT-OF-STATE APPLICANTS

If you have out-of-state primary identification, you must present an additional ID document, as well. For example, if you apply in Maryland with a Virginia Driver's License, you must present a second ID containing as much of the following information as possible: your photo, full name, date of birth and the document issuance date.

PAYMENT

Two separate payments for Department of State (DOS) and CCPL fees. Two separate payments must be made for each application. CCPL fees can be paid by check, money order, or credit card. DOS fees can only be paid by check or money order.

UNSIGNED APPLICATION

A completed, UNSIGNED Passport Application DS-11. Application must contain no cross-outs, white-out, or errors of any kind, and must be completed in BLACK ink.

PHOTOS

One (1) color passport photograph, two-inches square, taken within the last six months, sharp focus with a white background. These may be taken at the library for \$15.

FOR MINORS

Two parents with proof of relationship for applicants ages birth-15; or a parent with a notarized consent form DS-3053 and copy of both sides of non-appearing parent's ID. Proof includes birth certificates and adoption papers.

-or-

One parent for minors ages 16-17.

ABOUT YOUR PASSPORT

ONLINE PASSPORT TRACKING

The status of your application should be available online 7-10 days after applying.

For updated information regarding wait times, go to: <http://travel.state.gov>.

PASSPORT CONTACTS

The National Passport Information Center is available to answer your questions. If you have a travel emergency, please contact by telephone.

1-877-487-2778 or 1-888-874-7793 (TDD/TTY)

NPIC@state.gov