



PASSPORT SERVICES

Eldersburg Branch
North Carroll Branch
Carroll County Public Library



410.386.4488
library.carr.org



HOURS AND SERVICES

AVAILABLE AT THESE BRANCHES

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

North Carroll Branch
2255 Hanover Pike,
Hampstead, MD 21074
410-386-4480

APPLICATION HOURS

Monday–Thursday: 10:00 AM–6:00 PM

Friday & Saturday: 10:00 AM–3:00 PM

Call your library branch or check at library.carr.org for current passport service hours. Free parking on site. No appointment necessary. Services unavailable when the branch is closed. Please allow for wait times.

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 <https://travel.state.gov>.

Plan ahead! Your application will not be processed until it is received in the mail. Check <https://travel.state.gov> for estimated wait times and updates.

If you are traveling in less than 4-6 weeks, you must go directly to the nearest passport agency. Please call 1-877-487-2778 to schedule an appointment. There are an extremely limited number of appointments. You must provide proof of travel. The nearest passport agency is located in Washington DC at: 600 19th Street, N.W., First Floor, Sidewalk Level, Washington, DC 20006

The National Passport Information Center is available to answer your questions. Please contact by telephone, 1-877-487-2778 or 1-888-874-7793 (TDD/TTY) From 8:00 AM–5:00 PM ET, Monday–Friday (excluding federal holidays) or email NPIC@state.gov. If you have a life-or-death travel emergency outside of these hours, please call 202-647-4000. Do not use email if you are requesting a status update or you have a travel emergency.



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 Service Fee payable to CCPL for each application.

Money orders may be purchased at Post Offices, banks, grocery stores, and other retailers. Fees, restrictions & availability may vary from location to location.

All fees are non-refundable and DOS fees are the same at all Passport Acceptance Facilities.

Passport Service	U.S. Department of State Fees	Library Fees
<i>All fees are per application</i>	Check or Money Order made payable to U.S. Department of State	Check, Money Order, Cash, or Credit Card made payable to Carroll County Public Library
Adult (16 & over) Book	\$130	\$35
Adult (16 & over) Card	\$30	\$35
Juvenile (15 & under) Book	\$100	\$35
Juvenile (15 & under) Card	\$15	\$35
Expedited Services (per application, if requested)	+\$60 service fee	–
Priority Mail Express Delivery	+\$22.05 service fee	–
Color Passport Photos (per person, if required)	–	\$15

For up-to-date fee information, visit:
<https://travel.state.gov/content/travel/en/passports.html>



Fees effective July 2025 and are subject to change.

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. (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 U.S. 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 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.

The status of your application should be available online in the coming weeks. Check your status at <https://passportstatus.state.gov/>

WHERE TO OBTAIN A BIRTH CERTIFICATE

MARYLAND VITAL RECORDS LOCAL OFFICE

Carroll County Health Department

290 S. Center Street

Westminster, MD, 21157

Monday, Tuesday, Friday: 8:00 AM–5:00 PM

Wednesday and Thursday: 8:00 AM–7:00 PM

Phone: (410) 876-2152 <https://cchd.maryland.gov>

- Birth Certificates may be obtained for a fee. Payments accepted are cash, credit card, or check made payable to Carroll County Health Department.
- You must present a valid, unexpired, government-issued photo ID.
- Applicants must have been born in Maryland after 1939.
- Only parents or legal guardians may obtain a child's birth certificate (must provide proof of guardianship).

PENNSYLVANIA VITAL RECORDS LOCAL OFFICES:

Call each office directly for payment information.

Adams County Clerk
111 Baltimore St.
Gettysburg, PA 17325-2312
(717) 334-6781

York County Clerk
28 E. Market St.
York, PA 17401-1501
(717) 771-9675

- Birth Certificates may be obtained for a fee payable by check or money order to Vital Records.
- You must present valid government-issued photo ID.
- Office hours are Monday–Friday 8:00 AM to 4:00 PM, excluding state holidays.
- IMPORTANT: To obtain a PA Birth Certificate that meets the Department of State criteria to apply for a US Passport, you must indicate that you are requesting a Birth Certificate for 'Travel' or 'Passport' purposes.

Most Pennsylvania state offices have only the most recent vital records information. Check under the specific record type you are looking for to see whether you should inquire at the state office or the local offices.



NEARBY STATE VITAL RECORDS OFFICES

Call each office directly for payment information. Additional information on how to obtain vital records is available from <https://www.cdc.gov/nchs/w2w.htm>

DELAWARE:

Office of Vital Statistics
Division of Public Health
417 Federal Street, Dover, DE 19901
(302) 744-4549

<https://www.dhss.delaware.gov/dhss/dph/ss/vitalstats.html>

DISTRICT OF COLUMBIA:

Vital Records Division
899 North Capitol Street NE, Washington, DC 20002
1-877-572-6332

<https://dchealth.dc.gov/>

MARYLAND:

Division of Vital Records
Department of Health
6764-B Reisterstown Road, P.O. Box 68760, Baltimore, MD 21215-2306
(410) 764-3038

<https://health.maryland.gov/vsa/pages/dvr.aspx>

NEW JERSEY:

<https://www.state.nj.us/health/vital/>
1-866-649-8726

PENNSYLVANIA:

Division of Vital Records
Forum Place
555 Walnut Street, First Floor, Harrisburg, PA 17101-1914
(717) 772-3480

<https://www.health.pa.gov/>

VIRGINIA:

Division of Vital Records
P.O. Box 1000, Richmond, VA 23218-1000
(804) 662-6200

<https://www.vdh.virginia.gov/>

WEST VIRGINIA:

Vital Registration Office
Room 165, 350 Capitol Street, Charleston, WV 25301-3701
(304) 558-2931

<https://www.wvdhhr.org/bph/hsc/vital/birthcert.asp>



AFTER YOU APPLY FOR A PASSPORT



After You Apply for a Passport



Check your application status online
Enroll in e-mail updates to check the status of your passport request at passportstatus.state.gov
Your application may not be "In Process" until two weeks after you apply



passportstatus.state.gov

Scan this code
to enroll and check the status of your application



If your travel plans change or you need your passport faster, contact:
National Passport Information Center
1-877-487-2778
TDD/TTY: 1-888-874-7793

Stay safe while traveling abroad

The Smart Traveler Enrollment Program (STEP) is a free service to allow U.S. citizens and nationals to enroll their trip abroad so the Department of State can accurately and quickly contact them in case of emergency.

STEP SMART TRAVELER ENROLLMENT PROGRAM

A SERVICE OF THE U.S. DEPARTMENT OF STATE

Travel alerts - Emergency updates - Local warnings



step.state.gov

travel.state.gov

HOW DID WE DO?

Scan the QR code to take our online survey or go to:
<https://www.surveymonkey.com/r/CCPLpassports>



Looking for information about the places you'll be visiting?

Carroll County Public Library has a variety of travel books and DVDs available for checkout. Browse our catalog at:
<https://catalog.carr.org/logon.aspx>.



Do you have a tablet or other portable device? Check out a variety of eBooks, audiobooks, digital magazines, and downloadable and streaming TV, movies, and music. For more information about getting started with these services, visit:
<https://library.carr.org/collections/ebooks.asp>.

You must have a Carroll County Public Library card or have previously registered your library card from any other Maryland public library with CCPL in order to check out and/or download materials. To apply for a library card, please visit your local branch or
<https://library.carr.org/services/cardhelp.asp>.



CARROLL COUNTY PUBLIC LIBRARY
library.carr.org