

Applying for a U.S. Passport
At the Seward Community Library & Museum
By Appointment Only

***Call 907-224-4082 to review and schedule an appointment with a passport agent.**

***Incomplete applications, missing information, or tardiness will result in a cancelled appointment. Child and all parents must be present for 16 and under applications.**

PASSPORT RENEWALS: IF you have a passport AND:

- ▶ You can send your undamaged passport in with the application, AND
- ▶ You were at least 16 years old when you received your most recent passport, AND
- ▶ Your most recent passport or card was issued less than 15 years ago, AND
- ▶ You are using the same name as your most recent passport, OR have changed your name by marriage or court order, AND can submit proper documentation to reflect the change,

THEN you can apply for a new passport by mail on your own using the [DS-82 U.S. Passport Renewal Application for Eligible Individuals](#) form. Forms available at [Travel.State.Gov](#) and the library front desk.

IF you DON'T qualify for a renewal, THEN you need to apply for a passport using the [DS-11 Application for a U.S. Passport](#) form. Information and forms available at [Travel.State.Gov](#) and the library front desk.

Prepare the following BEFORE you make an appointment with a passport agent:

- 1 passport photo.** (do not wear glasses)
 - Photos available locally at Grant's Electronics (907-224-7015)
- 1 CERTIFIED birth certificate or naturalization certificate.** (not a photo copy)
 - MUST have an embossed seal, be signed by authority and include date filed, date of birth, your full name, and parent's name.
 - If you don't have a certified certificate, ask where to get one before making an appointment.
- Valid driver's license and/or other form of government issued photo I.D.**
 - An out-of-state I.D. require an additional source of identification.
- Passport application, completed. BLACK INK, NOT SIGNED, NO WHITEOUT, PRINTED ONE-SIDED.**
- 1 check or money order (no cash or cards) payable to: U.S. DEPARTMENT OF STATE.**
 - \$110 if you are 16 or older for a Passport Book.
 - \$80 if you are under 16 for a Passport Book.
 - \$30 if you are 16 or older for a Passport Card. (NOT valid for air travel)
 - \$15 if you are under 16 for a Passport Card. (NOT valid for air travel)
 - ***Expedited Service is an additional \$60.00 per application.** (Passport Book only)
 - ***Overnight Delivery Return Fee is an additional \$17.56 per application.**
- 1 separate check or cash for \$35.00 per application, payable to: Seward Community Library & Museum.** (no credit or debit card payment option)

Routine Service	Processing time for routine applications is approximately 10-12 weeks , door to door, from the time of application.
Expedited Service	Processing time for expedited applications that <i>includes</i> the overnight delivery option (2-day guarantee in Alaska) to and from the Passport Agency, is approximately 4-6 weeks .

Plan Ahead: It is recommended that applications be submitted *at least 3 months prior to need.*

- **Routine Service:** 10-12 weeks, door-to-door, from date of application.
- **Expedited service:** 4-6 weeks, door-to-door, from date of application for an additional \$60.

Our role is limited to accepting applications under the guidelines of, and on behalf of, the U.S. Department of State. We have limited staff availability for appointments due to the many other duties that library staff are required to fulfill. Passport appointments are scheduled only after all parts of the application have been fully prepared.

Visit Travel.State.Gov for official U.S. Passport information and to track currently processing passports. U.S. Passport Help online and by phone at travel.state.gov/content/travel/en/passports/passport-help.html

U.S. PASSPORT BOOK FEES			
	Passport Fee Check or money order (no cash or cards) payable to U.S. Department of State	Execution Fee Check or cash payable to SCLM (no credit or debit)	Total
Adults First Time Age 16 and over	\$110.00	\$35.00	\$145.00
Adults Renewal By mail with form DS-82	\$110.00	\$0	\$110.00
Minors Under age 16	\$80.00	\$35.00	\$115.00
U.S. PASSPORT CARD FEES			
Adults First Time Age 16 and over	\$30.00	\$35.00	\$65.00
Adults Renewal By mail with form DS-82	\$30.00	\$0	\$30.00
Minors Under age 16	\$15.00	\$35.00	\$50.00
OPTIONAL SERVICE FEES			
Check or money order payable to the U.S. Department of State			
File Search Fee		\$150.00	
Expedite Processing Fee		\$60.00	
Overnight Delivery Return Fee (book only)		\$17.56	

ALTERNATIVE PASSPORT FACILITY LOCATIONS:

USPO-ANCHORAGE	4141 POSTMARK DR	ANCORAGE	907-266-3266
USPO-EAGLE RIVER	11471 BUSINESS BLVD	EAGLE RIVER	907-694-2732
USPO GIRDWOOD	118 LINDBLAD AVE	GIRDWOOD	907-783-2922
USPO-HOMER	3658 HEATH ST	HOMER	800-275-8777
USPO-KENAI	140 BIDARKA ST	KENAI	907-283-7771
USPO-PALMER	500 SOUTH COBB ST	PALMER	907-745-5051
COLONY HIGH SCHOOL	9550 E BOGARD RD	PALMER	907-861-5538
USPO-WASILLA	401 N MAIN ST	WASILLA	907-376-5327

Search online for additional locations at iafdb.travel.state.gov