



Passport FAQ's

- **How do I renew a passport?**
 - If you already had an **adult** passport and you meet the criteria on the [DS-82 Passport Renewal Form](#), you can renew through the mail and do not need an appointment.
- **What if my original birth certificate is lost/damaged/missing info?**
 - You will need to obtain a new birth certificate. This can be done by contacting the Vital Records office in the state you were born.
- **May I provide photocopies of my certificates instead of the originals?**
 - No. Originals or certified copies must be used. All documents will be mailed back to the applicant when the passport is created.
- **What is a Passport Card?**
 - Passport Cards are the size of a driver's license. They may only be used for driving to Canada or Mexico or "closed-loop" cruises. You cannot fly abroad with a Card.
- **Can I use a US Passport in place of a REAL ID for domestic flights, etc?**

Need more Info? Go to travel.state.gov for an extensive list of frequently asked questions or call 1-877-2778 to speak with customer service.

Sinking Spring Public Library

3940 Penn Avenue
Reading, PA 19608

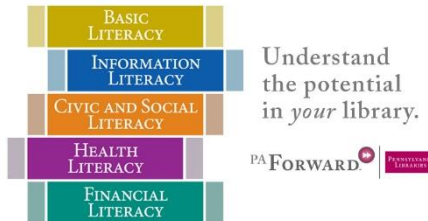
610-670-4826

Passport Hours:

Monday through Thursday:
2:30 pm – 6 pm

Saturday: 8:30 am – 12 pm

Applications are processed
by appointment only.
Please call the Passport Line
to speak with an Agent or leave
a detailed message.



PASSPORT SERVICES INFORMATION

Sinking Spring Public Library



Call Us: 610-670-4826

What to Bring

You must have all of the following items with you when you come for your passport appointment:

➤ FULLY COMPLETED APPLICATION

- Pick up the [DS-11 U.S. Passport Application Form](#) from the library or print one out online: travel.state.gov (When printing the form, make sure to print single-sided and do not cut off the bottom of the pages.)
- Fill in both pages of the application using **black ink only**, without using any white out or correction tape.

➤ PROOF OF U.S. CITIZENSHIP*

- State-issued birth certificate (not a Certificate of Registration) listing full given name, parent's names, date & place of birth, file date & number, registrar's signature, and seal.

**Minors must always have a birth cert to prove their relationship to their guardian(s).*

OR

- Previous full-validity U.S. passport
- Valid U.S. Naturalization Certificate
- Consular Report of Birth Abroad

➤ PROOF OF IDENTITY*

- Valid PA driver's license
(If you have changed your name or address since the issue of your license, please provide proof of name change and/or address update card.)

OR

- Previous full-validity U.S. passport
(Cannot be used as proof of identity if used as proof of citizenship.)
- Government I.D. card with photo
(Federal, State, or Municipal)

➤ PROOF OF IDENTITY, CONTINUED

If you are 18+ and do not have one of the listed forms of I.D., **two secondary forms of I.D. are required. Acceptable secondary I.D.s include: PA photo ID, expired PA driver's license, out-of-state license, work I.D., school I.D., military I.D., social security card*

***Please note: **minors under 16** will need both parents in attendance with their I.D.s. Minors **ages 16-17** need one parent with I.D.*

➤ 2" x 2" COLOR PASSPORT PHOTO

- Please **do not attempt to take the photo yourself.**
- Must be clear, full color, and on a white/off-white background.
- Photos can be taken here during your appointment for **\$15**. (Photos can also be obtained at AAA, Mail N Ship, Walmart, etc.)
- Wear normal street attire in a darker color to avoid blending in with the background. Camo and uniforms may **not** be worn.*
- **Do not** wear glasses, large/flashy jewelry, heavy makeup, hats, or other head gear*
- Hair should be down or loosely pulled back, away from your eyes and face.
- **For children's photos:** have a parent stand next to the Passport Agent and encourage the child to calmly look at the camera.
- **For infants' photos:** photos may be taken in an infant carrier or with the infant laying down. Parents can hold the baby as long as **no part of the adult is visible** in the photo. The baby's eyes do not need to be fully open or focused on the camera as long as their **eye color is clearly visible.**

**If visible religious or medical attire is worn in the photo, the applicant must provide a signed statement providing an explanation, to be sent along with the passport application.*

➤ PAYMENTS

• Passport Fee

- **Check or money order only**, written out to U.S Department of State with the applicant's name and D.O.B. written in the memo section.
- **Adults (16+)***
 - Passport Book: **\$130.00**
 - Passport Card: **\$30.00**
 - Both are valid for 10 years.
- **Minors (under 16)***
 - Passport Book: **\$100.00**
 - Passport Card: **\$15.00**
 - Both are valid for 5 years.

• Processing Fee

- **Cash, Check or Money Order** written out to Sinking Spring Public Library - **\$35 per applicant**, regardless of age

• Photo Fee (if taken at the library)

- **Cash, Check or Money Order** written out to Sinking Spring Public Library - **\$15 per photo**, regardless of age

Passport Processing Times

- **Standard:** 10-13 weeks (not including mailing times)
- **Expedited:** 7-9 weeks* (not including mailing times)

** To expedite a passport, **add \$60 to each applicant's passport fee***

Always visit travel.state.gov for current processing times.

PLEASE CALL FOR DIRECTIONS IF NEEDED. IF YOU CANNOT MAKE YOUR APPOINTMENT, CALL IMMEDIATELY TO CANCEL. IF YOU WILL BE MORE THAN 5 MINUTES LATE, PLEASE CALL SO THAT WE MAY RESCHEDULE YOUR APPOINTMENT.