Passport FAQ's

- **What if I cannot find/ have a damaged or incorrect birth certificate?**
  - *You will have to obtain a reissued birth certificate. This can be done by contacting a Vital Records office in the state you were born.*
- **Are photocopies of my original documents acceptable?**
  - *No, the Passport Agency requires that all items are the originals.*
- **Will my documents be returned to me?**
  - *Yes, all original documents will be mailed back to the applicant.*
- **Where do I find instructions for filling out passport forms?**
  - *Form instructions can be found on each of the forms individually, or online at travel.state.gov*

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

Sinking Spring Public Library
Passport Office

3940 Penn Avenue
Reading, P.A. 19608

610-670-4826

Hours:
Monday - Thursday
4:00 pm - 7:15 pm
Friday - *Closed*
Saturday- *Closed**
*Applications processed every **2nd** **Saturday** of the month.
10:00 am - 12:15 am
Sunday - *Closed*

Applications are processed ***by appointment only.*** Please call the Passport Line to speak with an Agent.

PASSPORT SERVICES INFORMATION

Sinking Spring Public Library

Phone: 610-670-4826

What to Bring

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

- **APPLICATION**
  - Pick up Form DS-11 "Application For A U.S. Passport" from the library or print one out online at **travel.state.gov**
    (When printing the form, make sure to print single-sided and do not cut off the barcodes or numbers at the bottom of the pages.)
  - Fill in both pages of the application using **black ink only.** (*Please have the application completed before arriving for your appointment.)*
  - **Do not** use any white out or correction tape.

- **PROOF OF U.S. CITIZENSHIP**
  - State-issued birth certificate (not Certificate of Registration) with both parent's names listed, file date & number, and a raised, embossed or multi-colored seal.

    OR
  - Previous full-validity U.S. passport

    OR
  - Valid U.S. Naturalization Certificate

    OR
  - 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.)
  - 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*)

If you are **18+ and do not have one of the above forms of I.D., **two** secondary forms of I.D. are required. Acceptable secondary I.D.s include: 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" PASSPORT PHOTO**
  - Must be clear, in color, and on a white/off-white background.
  - Remove glasses, pull hair back from face, and look directly at the camera.
  - Photos can be taken here during your appointment; photos are $10.
  - Photos can also be obtained at AAA, CVS, Rite Aid, Walmart, Mail-N-Ship 4U, etc.
  - Please **do not attempt to take the photo yourself.**

- **PAYMENT**
  - **Passport Fee -**
    Must be a check or money order, 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: $110.00
    -Passport Card: $30.00
    Both are valid for 10 years.
    Minors (under 16)*
    -Passport Book: $80.00
    -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*
    - $10 per photo, regardless of age

Passport Processing Times

Standard- 6-8 weeks
Expedited-2-3 weeks*
** Add $60 to each applicant's passport fee if you wish to expedite the process.*

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

PLEASE CALL FOR DIRECTIONS IF NEEDED. IF YOU CANNOT MAKE YOUR APPOINTMENT, CALL 610-670-4826 IMMEDIATELY TO CANCEL. IF YOU WILL BE RUNNING MORE THAN 5 MINUTES LATE, PLEASE CALL SO THAT WE MAY RESCHEDULE THE APPOINTMENT.