Passport FAQ’s

- How do I renew a passport?
  - If you had an adult passport and you meet the criteria listed on the DS-82 Passport Renewal Form, you can renew through the mail at your convenience and do not need an appointment.

- What if my original birth certificate is lost/damaged/incorrect?
  - 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 documents instead of the originals?
  - No photocopied items will be accepted. Originals or certified copies must be used. All documents will be mailed back to the applicant.

- Passport Book vs Passport Card?
  - Passport Cards may only be used for driving to Canada or Mexico and “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?
  - Yes.

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.
**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](https://travel.state.gov) from the library or print one out online: [travel.state.gov](https://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 parents’ relationship.
    - 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 $10. (Photos can also be obtained at AAA, CVS, 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/flasy 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.

- **PAYMENT**
  - **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: $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*
  * To expedite a passport, add $60 to each applicant’s passport fee

Always visit [travel.state.gov](https://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 RUNNING MORE THAN 5 MINUTES LATE, PLEASE CALL SO THAT WE MAY RESCHEDULE YOUR APPOINTMENT.**