

Please note that LPL processes DS-11  
Passport Applications ONLY

## Applying for a U.S. Passport

You will need the following:

### A DS-11 Application

- This form can be completed online, printed from [travel.state.gov](https://travel.state.gov), or forms will be available to fill out in person at the library
- **Do Not Sign the application until the agent instructs you to do so**
- If filling out by hand, use **Black Ink** and print legibly

### Proof of Citizenship

(one of the following with a copy)

- Original birth certificate or a certified copy
- Previous U.S. Passport (issued within 15 years)
- Naturalization Certificate
- Certificate of Citizenship
- Consular Report of Birth Abroad

### Proof of Identity

(one of the following with a copy)

- A valid New York State Driver's License or a NYS ID (Non-NY residents must bring a valid driver's License a Department of State's approved secondary Identification.)

### Passport Photo

- 2x2 inch photograph (51x51mm) taken in the last 6 months
- Photo should be of the full face with a plain or white background
- Must be printed in a color matte or glossy photo quality paper
- **Levittown Library will offer a passport photo service for an additional \$10.00.**

**Payment** (see Passport Fees tables for details)

Two separate payments are required for a passport.

1. **Application Fee:** payable to the Department of State with check or money order only.
2. **Acceptance Fee:** payable to Levittown Public

### For Children under 16 years of age

Please use [travel.state.gov](https://travel.state.gov) for full list of requirements.

## Passport Renewals

Most renewals can be done by mail. Visit the U.S. Department of State - **Passport by Mail** page to see if you qualify to use the service (<https://travel.state.gov/content/passports/en/passports/renew.html>).

Renew by mail using **Form DS-82** if your most recent passport:

Must meet all the following requirements:

- Is submitted with your application
- Is undamaged (other than normal "wear and tear")
- Was issued when you were age 16 or older
- Was issued within the last 15 years
- Was issued in your current name (or you can document your name change with an original or certified copy of your marriage certificate, divorce decree, or court order)

## Hours of Service

**by Appointment ONLY**

The passport service is available by **appointment** to process applications  
(Hours may vary during Holiday closings):

Monday - Friday	10:00 am - 8:00 pm
Saturday	10:00 am - 4:00 pm

## Levittown Public Library

1 Bluegrass Lane, Levittown, NY 11756

Phone: 516-731-5728

TDD/ TTY: 516-579-8585

[www.levittownpl.org](http://www.levittownpl.org)



LEVITTOWN PUBLIC LIBRARY

Growing with Our Community

## Passport Service

*is now Available!*



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**You can apply in person if ANY of the following is true:**

- You are applying for your first U.S. passport
- Your are under the age 16
- Your previous U.S. passport was issued when you were under age 16
- Your previous passport was issued more than 15 years ago
- Your most recent passport was lost, stolen

**Calculate Your Passport Fees**

Two separate payments must be paid by check or money order, one made payable to the U.S.

Department of State and the second one you must pay Levittown Public Library separately for the acceptance fee and photos.

Passport BOOKS are for air, land, and sea travel everywhere Passport CARDS are for land, and sea travel to Mexico, Canada, Bermuda & Caribbean ONLY!



**Adult Applicants (16 years and older)**

Passport Type	Application Fee (Payable to the Dept. of State)	Acceptance Fee (Payable to Levittown Public Library)
First-Time Adult Passport Book	\$110	\$35
First-Time Adult Passport Card	\$30	\$35
First-Time Adult Passport Card and Book	\$140	\$35
Adult Passport Card (For applicant with a valid passport book)	\$30	No Charge

**Expedited Service: 2 - 3 Weeks  
(add \$60 for each application)**

Passport Type	Application Fee (Payable to the Dept. of State)	Acceptance Fee (Payable to Levittown Public Library)
Adult Passport Book	\$170 (\$110 + \$60)	\$35
Adult Passport Card	\$90 (\$30 + \$60)	\$35
Adult Passport Card and Book	\$200 (\$140 + \$60)	\$35

**Minor Applicants (Under 16)**

Passport Type	Application Fee (Payable to the Dept. of State)	Acceptance Fee (Payable to Levittown Public Library)
Passport Book	\$80	\$35
Passport Card	\$15	\$35
Passport Card and Book	\$95	\$35

**Expedited Service: 2 - 3 Weeks**

Passport Type	Application Fee (Payable to the Dept. of State)	Acceptance Fee (Payable to Levittown Public Library)
Passport Book	\$140 (\$80+ \$60)	\$35
Passport Card	\$75 (\$15 + \$60)	\$35
Passport Card and Book	\$155 (\$95 + \$60)	\$35

Fee paid to the <u>U.S. Department of State</u> by <u>Check</u> or <u>Money Order</u>	Service	Fee	Quantity		
	Adult Passport	\$110		=	
	Adult Card	\$30		=	
	Child Passport	\$80		=	
	Child Card	\$15		=	
	Expedite Fee*	\$60 (paid per application)		=	
	Express Mail*	\$15.89 (1-2 Days)		=	
<b>Payment #1 Total</b>				=	

Fee Paid separately to <u>Levittown Public Library</u> by <u>Check</u> or <u>Money Order</u>	Service	Fee	Quantity		Total	
	Acceptance	\$35	X	=		
	Photo	\$10	X	=		
	Express Mail	\$24.70		1 Charge per mailing	=	
	<b>Payment #2 Total</b>				=	

\*Expedite Fee and Express Mail Fee are options you may pay for quicker processing. This fee applies to the delivery of a completed application to the **Dept. of State**.

\*Expedite Fee and Express Mail Fee are options you may pay for quicker processing. This fee applies to the delivery of a completed passport book from Dept. of State to the **customer**.  
**Please Note: Express Mail is not available for a Passport Card.**

**Further questions regarding U.S. Passports?**  
Visit [travel.state.gov](http://travel.state.gov) or call the National Passport Information Office at **(877) 487-2778** or TDD **(888) 874-7793**