



United States Passport Services

OVERVIEW & CHECKLIST

You may apply for an official U.S. Passport at the Spartanburg County Public Libraries

Headquarters Library

151 S. Church Street • Spartanburg, SC 29306

Sunday: 2:00pm - 4:30pm

Monday - Thursday: 10:00am - 7:30pm

Friday: 10:00am - 5:00pm

Saturday: 10:00am - 4:30pm

- **By appointment only.** Passport services are available during regular business hours only at the Headquarters Library. Passport service ends **90 minutes** before closing time. Get directions or check current hours at www.spartanburglibraries.org/locations/Headquarters
- **All applicants MUST be present, regardless of age.**
- The Library offers passport services for **NEW applicants**. To renew your passport, please fill out form DS-82 (also available).
- **For appointments, call (864) 596-3505.**

Passport checklist



Make sure you have the correct items when you are ready to apply for your passport by using this checklist below.

How it works



Complete the passport application forms. (available at the Headquarters Library)



Meet with a Library employee who will help you prepare your application.



Pay the applicable fees.

And we'll take it from there!

- Your completed application (Filled out in black ink)**
 - Form DS-11: Application for a U.S. Passport.
 - **Do not sign application** until instructed to do so during the application process.
- Proof of U.S. Citizenship (One of the following - original or certified copy)**
 - Birth Certificate issued by the city, county, or state.
 - Previously issued, undamaged U.S. Passport.*
 - Consular Report of Birth Abroad or Certification of Birth.
 - Naturalization Certificate* or Certificate of Citizenship.*

*Also requires submission of certified Birth Certificate if applicant is age 15 or younger
- Primary identification (One of the following must readily identify the applicant)**
 - Valid Driver's License; if out-of-state, may need additional ID.
 - Previously issued, undamaged U.S. Passport.
 - Naturalization Certificate.
 - Current Military ID (military or dependents) or Government ID (city, state or federal).
 - Applicants age 16 & 17: Parent/legal guardian may present Primary ID if minor applicant does not have one.
- Appearing parent/legal guardian (For applicants age 15 and younger)**
 - Applicants age 15 and younger need **both** parents/legal guardian(s) present to apply
 - If only one parent/legal guardian can appear, form DS-3053 must be submitted with application.
 - If one parent/guardian has sole custody, certified proof of sole legal custody must be submitted.
 - Applicants age 16 & 17: It is recommended that at least one parent appear in person with the applicant to show parental awareness.
- One passport photo**
 - One official color photograph taken within the past 6 months.
 - Photograph should be 2" x 2", full-face, front view, with a plain white or off-white background.
 - SCPL offers photo services for \$10.
Many local retailers offer passport photo services that meet official guidelines.
- Payment for Applicable Fees (TWO FEES are required at the time of application)**
 - **Check or money order** made payable to the U.S. Dept. of State for **passport fee** (cost varies) **AND**
 - **\$35 execution fee** to be paid to the Spartanburg County Public Library. For the execution fee ONLY, the Library accepts, cash, credit/debit card, check, or money order made payable to the Spartanburg County Public Library.
 - **\$10 Photo Fee (optional)** to be paid to the Spartanburg County Public Library-same payment methods as above.





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PRODUCTS & FEES

Please note that there are **TWO SEPARATE FEES** for a passport application. You will need to submit a **SEPARATE PAYMENT** for each fee.

Execution Fee

Passport Fee

1



2

Payable to Spartanburg County Public Library

Payable to U.S. Department of State

Which passport product or products do you need?



Passport Book



Passport Card



Passport Book + Card

1 Execution Fee

Cash, debit/credit cards, check, or money order accepted for execution fees.



Make payable to:
Spartanburg County Public Library

\$35

All passport products

Please note that Passport Execution Fees are non-refundable and SCPL is not liable for any missed travel. SCPL is not responsible for any items lost by the US Postal Service.

2 Passport Fee

Check or money order ONLY; cash or debit/credit cards CANNOT be accepted for passport fees.



Make check or money order payable to:
U.S. Department of State

Under age 16

\$80

Age 16+

\$110

Under age 16

\$15

Age 16+

\$30

Under age 16

\$95

Age 16+

\$140

3 Photo Fee (optional): Make payable to Spartanburg County Public Library.

Optional Fees



Expedite Fee

Add \$60 per application
(Payable to U.S. Dept. of State)



Overnight Delivery Service

\$25 (Payable to Spartanburg County Public Library)



Overnight Delivery Return Service

Add \$16.48 per application
(Payable to U.S. Dept. of State)

