



**PASSPORT
SERVICES**



LOCATION
35 Loockerman Plaza
Dover, DE 19901

CONTACT
302.674.7554
doverpubliclibrary.org

Passport Information

- When completing application, type or use black ink only.
- Birth certificates must have one or both parent names.
- Citizenship papers must have the state seal. Photocopies will not be accepted.
- Drivers license, state ID, or military ID must be valid.
- Payment must be in the form of a personal check or money order. See Price List for proper agency.
- When applying for a passport for a minor, both parents must be present.
- Processing times will vary. On average, it takes 10-13 weeks to receive your passport in the mail.
- Extra services are available, including:
 - * Passport Photo
 - * Expedite
 - * 1-2 Day Delivery Service
 - * File Search
- For more information, visit www.travel.state.gov or call 1-877-487-2778.

Minimum Requirements for Passport

- Form DS-11 (Typed or black ink)
- Passport Photo
 - * No glasses
 - * No hats
 - * Neutral facial expression
 - * Eyes open
 - * Taken within 6 months
- ID with a photo copy of ID
- Evidence of U.S. Citizenship
- Additional Documentation (if necessary)

Price List

Passport Fees (Personal Check/Money Order)

Paid to: U.S. Department of State

Passport Book Adult	\$130.00
Passport Book Minor	\$100.00
Passport Card Adult	\$30.00
Passport Card Minor	\$15.00
Expedite Fee	\$60.00
1-2 Day Delivery Service (Passport Book Only)	\$19.53
File Search Fee	\$150.00

Library Fees (Debit/Credit Cards Accepted)

Paid to: Dover Public Library

Processing Fee	\$35.00
Passport Photo	\$15.00
Renewal Envelope	\$11.75

Passport Office Hours

Tuesday, Wednesday, Thursday	2:30 pm - 5:30 pm
Every Other Saturday	10:30 am - 4 pm
Every Other Sunday	1 pm - 4 pm