

## **Passport Services Policy**

The Cutchogue New Suffolk Free Library is an official Passport Acceptance Agency for the U.S. Department of State. Library staff have been trained and are certified passport acceptance agents.

We offer the first step in passport processing and photo services. The U.S. Department of State has the sole responsibility for examining applications and issuing passports. If the passport is not issued or there are any delays in processing by the U.S. Department of State, the Library and its agents are not responsible. The library is an acceptance agency, not an adjudicating agency.

The library follows rules and regulations set by the Department of State. The library is not a Regional Passport Agency and does not provide physical passports on-site.

Applicants are required to comply with standard passport procedures and should consult the U.S. Department of State for guidelines.

The library does not provide translation services. Applicants must bring their own translator if one is needed.

Passport services are by appointment only. Open appointment times depend on staff availability, the library's schedule and holiday closings. The appointment schedule is available in the newsletter and on the website.

During an appointment, passport acceptance agents reserve the right to stop a passport application process if the passport acceptance agent believes the process will continue past library closing, or is in conflict with another appointment or library event. The applicant may be asked to return at another time. Patrons who arrive more than 15 minutes past their scheduled appointment may be asked to reschedule.

The passport acceptance agent will process the application, collect the passport fees, administer an oath and witness the applicants' signature on the form. It takes between 20-60 minutes per appointment. More time may be needed for complex cases (family, etc.). Until these steps are completed, passport acceptance agents cannot hold any application or related documents for any reason, for any amount of time.

Passport acceptance agents are able to take passport photos for \$15, however applicants do not have to have the passport photo taken at the library and can bring in their own photos.

### **The library offers processing for:**

- First-time applicants
- Applicants that were under 16 years of age when their most recent passport was issued
- Renewals for minors
- Applicants whose most recent passport has been expired for more than 5 years

Those eligible to use the DS-82 Passport Renewal form do not need to go to an acceptance facility to process their application.

All applicants and relevant parties must be present during the application process; parents and children must be present for all minor applications (under age 16). If one parent cannot be present, applicants must submit a Parent Consent Form (DS-3053), completed with a notarized signature from the non-applying parent/guardian, and a copy of front and back of the non-applying parent's ID (it should be the same ID that they showed the notary).

Library staff and their families cannot have their passports processed at the library; this is a conflict of interest. Library staff can take passport photos for library staff and their families.

Passport acceptance agents cannot notarize any passport-related documents.

Two payments are required to apply for a passport; an application fee by check or money order payable to the U.S. Department of State and a separate fee payable by cash or check to the Library. All fees are set by the U.S. Department of State.