



Passport Procedure

How to make an appointment with a passport agent:

Email: passport@conneaut.lib.oh.us Call: (440) 795-5026

What information you need when scheduling:

- Is this a first-time passport or a renewal? (**please confirm the form you will use with an agent before your appointment**)
- Do you need a passport book or card? *The card permits you to travel only by land or sea to Canada, Mexico, Bermuda, and the Caribbean.*
- If you have had a passport, is it in your possession and what is the expiration date?
- What is the number of people getting passports, their age, and relationship to you?
- Will you be getting your picture(s) taken at the library?

What to bring to your appointment (for everyone renewing a passport):

- Legible application(s) filled out in **black ink** or typed (**applications must not be printed double-sided**)
- Valid photo ID (16 and over)
Parents/guardians must accompany children 15 and younger to give consent and supply photocopies of their ID's.
- Proof of United States citizenship (certified copy of birth certificate, expired U.S. passport, naturalization certificate)
- Check or money order** made out to the Department of State with name(s) and birthdate(s) written on the memo line (**No other form of payment is accepted**)
- Check, money order, or cash payable to the Conneaut Public Library for the photo fee (fees are listed below)
- Any additional documentation required (refer questions to a passport agent)

Certified Birth Certificate Requirements

- **Name:** the full name of the applicant
- **DPOB:** applicant's date and place of birth
- **File Date:** date certificate was filed (must be within one year of birth)
- **Signature:** registrar's signature
- **Seal:** raised, embossed, or multi-colored seal
- **Parents:** the full name(s) of the parent(s) of the bearer

Department of State Fees:

- Adult Passport Book - \$130.00
- Adult Passport Card - \$30.00
- Minor Passport Book - \$100.00
- Minor Passport Card - \$15.00

Expedite fee is \$60.00/application

Library Fees:

- Processing Fee - \$35.00/application
- Photo Fee - \$8.00/photo

As of January 2025 processing times for Routine Passports are ~4-6 weeks and Expedited Passports are ~2-3 weeks. If you need your passport sooner, speak to a passport agent about your options.