

Passport Service Center at Central Library

Customers can now apply for a U.S. passport book or card at Central Library, an officially-designated passport application acceptance facility.

Passport Service Hours

| | |
|---------------------|--------------|
| Sunday | 1 – 5 PM |
| Monday – Thursday | 11 AM – 7 PM |
| Friday and Saturday | 10 AM – 6 PM |

Central Library | First Floor

10 Grand Army Plaza
Brooklyn, NY
718.230.2292

To obtain a U.S. passport, you will need the following items:

1. Proof of citizenship
 - U.S. birth certificate
 - Previous U.S. passport
 - Naturalization Certificate
 - Citizen Certificate
 - Certificate of a U.S. Birth Abroad
2. Proof of Identity (All documents must be originals. No copies accepted.)
 - Valid NYS driver's or non-driver's license
 - Naturalization Certificate
 - Prior U.S. passport
 - Government employee ID
 - Official Military ID card
3. Photograph
 - BPL offers photo services during passport center hours for a fee (see reverse side). Applicants can also present one passport photograph taken within the past 6 months. Photos must be 2x2 inches in size (no exceptions). It should be front view with a white or off-white plain background. The customer must be the only person in the photo.

You must apply in person if any of the following are true:

- You have never been issued a U.S. passport
- You are under age 16
- You were under age 16 when your previous passport was issued
- Your most recent U.S. passport was issued more than 15 years ago or
- Your most recent U.S. passport was lost or stolen
- Your name has changed since your previous U.S. passport was issued and you are unable to legally document your name change

Please note: There are special requirements for all minors under the age of 16, all minors age 16 and 17 and diplomatic, official and regular no-fee passports.

Passport Service Center at Central Library

Processing Fees

Two fees are required:

1. Payment to the U.S. Department of State

- **Passport Book Fee for Routine Processing (4 - 6 weeks)**
Customers age 16 and older: \$110
Customers under age 16: \$80
- **Passport Card Fee**
Customers age 16 and older: \$30
Customers under age 16: \$15
- **Passport Book and Card Fee**
Customers age 16 and older: \$140
Customers under age 16: \$95
- **Passport Book Fee for Expedited Processing (3 weeks):**
Customers age 16 and older: $\$110 + \$60 + \$12.72 = \182.72
Customers under age 16: $\$80 + \$60 + \$12.72 = \152.72
- **Passport Book and Card Fee for Expedited Processing (3 weeks):**
Customers age 16 and older: $\$140 + \$60 + \$12.72 = \212.72
Customers under age 16: $\$95 + \$60 + \$12.72 = \167.72

2. Payment to Brooklyn Public Library

- **Execution Fee (Required):** \$25.00 for each application form
- **Photo Fee (Optional):** \$10.00 for two photos of the same customer

Fees reflect a \$12 security surcharge, effective March 8, 2005.

All passport processing facilities charge the same fees.

You may combine payments to the Library in one check or money order if there is more than one application.

There must be one check or money order to the U.S. Department of State per application form. On the bottom left side of check or money order, please write the applicant's full name and date of birth.

BOTH payments must be made either with a personal check or a money order.

No cash, credit or debit cards are accepted.