

Passport Acceptance Agency

The Apollo Memorial Library is a certified Passport Acceptance Agency. This allows the trained staff to process new and review renewal applications for passports.

Currently we do not require an appointment to process passport applications. Please call the library if you have any questions prior to coming in: 724-478-4214.

We cannot process applications within 1 hour of closing time. On Tuesdays, Wednesdays, & Thursdays, applicants must arrive **BEFORE** 6pm. On Fridays & Saturdays, applicants must arrive **BEFORE** 330pm.

If you cannot arrive before those times, please call ahead, and staff will do their best to work with your schedule.

We expect all applicants to have all their documents with them and ready when they arrive to process their application.

Please come prepared with all your required documents: Filled out Application Form(DS-11) Primary Identifications or two forms of Secondary Identification, and two passport photos.

Passport Photos: The Apollo Memorial Library cannot take passport photos; the patron is required to have them done prior to coming in for a passport application appointment.

Payments:

Application Fee: This fee depends on two things: what products you are getting and if it is a minor or an adult application. There can be additional fees if you wish to have expedited services. Payment must be a check or money order made out to the US Department of State.

Processing Fee: This fee is a flat \$35 per application. Payment can be cash or Check made out to the Apollo Memorial Library.

If you have any questions you can call the library at 724-478-4214 OR visit the US Department of State Website.