

# Passport Acceptance Agency

The Apollo Memorial Library is a certified Passport Acceptance Agency. We have 2 staff members who are trained to process new applications and to review renewal applications for passports.

We ask that anyone who would like to come to the library for passport processing please call the day before or the day that you would like to come in to make sure that one of our trained staff members can/will be there to help you. Saturdays are by appointment only, so please call and schedule if Saturday is the only day you are available.

## REQUIRED DOCUMENTATION:

- Passport application – can be completed online OR we have the applications here
- Birth certificate with both parents' names on it OR old passport
- Driver's license (we will make a copy)
- Passport photos – can be taken at CVS, Walgreens, Staples, AAA and some Walmarts
- Check or money order payable to the U.S. Department of State for each passport for payment (\$130 – book; \$30 – card)
- Processing fee of \$35 per passport for the library – can be check or cash

## LIBRARY HOURS

Tuesday – Thursday: 11 am – 7 pm

Friday – Saturday: 9 am – 4:30 pm

Please call (724) 478-4214 when you are ready to come in for processing, if you want to make a Saturday appointment or if you have any questions.

Applications can be downloaded and more information can be found at [www.travel.state.gov](http://www.travel.state.gov)