You may apply for an official U.S. Passport at the Spartanburg County Public Libraries Headquarters Library
151 S. Church Street • Spartanburg, SC 29306
Sunday: 2:00pm - 4:30pm
Monday - Thursday: 10:00am - 7:30pm
Friday: 10:00am - 5:00pm
Saturday: 10:00am - 4:30pm

• By appointment only. Passport services are available during regular business hours only at the Headquarters Library. Passport service ends 90 minutes before closing time. Get directions or check current hours at www.spartanburglibraries.org/locations/Headquarters
• All applicants MUST be present, regardless of age.
• The Library offers passport services for NEW applicants. To renew your passport, please fill out form DS-82 (also available).
• For appointments, call (864) 596-3505.

Passport checklist

Make sure you have the correct items when you are ready to apply for your passport by using this checklist below.

☐ Your completed application (filled out in black ink)
  • Form DS-11; Application for a U.S. Passport.
  • Do not sign application until instructed to do so during the application process.

☐ Proof of U.S. Citizenship (One of the following - original or certified copy)
  • Birth Certificate issued by the city, county, or state.
  • Previously issued, undamaged U.S. Passport.*
  • Consular Report of Birth Abroad or Certification of Birth.
  • Naturalization Certificate* or Certificate of Citizenship.*
  *Also requires submission of certified Birth Certificate if applicant is age 15 or younger

☐ Primary identification (One of the following must readily identify the applicant)
  • Valid Driver’s License; if out-of-state, may need additional ID.
  • Previously issued, undamaged U.S. Passport.
  • Naturalization Certificate.
  • Current Military ID (military or dependents) or Government ID (city, state or federal).
  • Applicants age 16 & 17: Parent/legal guardian may present Primary ID if minor applicant does not have one.

☐ Appearing parent/legal guardian (For applicants age 15 and younger)
  • Applicants age 15 and younger need both parents/legal guardian(s) present to apply
  • If only one parent/legal guardian can appear, form DS-3053 must be submitted with application.
  • If one parent/guardian has sole custody, certified proof of sole legal custody must be submitted.
  • Applicants age 16 & 17: It is recommended that at least one parent appear in person with the applicant to show parental awareness.

☐ One passport photo
  • One official color photograph taken within the past 6 months.
  • Photograph should be 2” x 2”, full-face, front view, with a plain white or off-white background.
  • SCPL offers photo services for $10.
  • Many local retailers offer passport photo services that meet official guidelines.

☐ Payment for Applicable Fees (TWO FEES are required at the time of application)
  • Check or money order made payable to the U.S. Dept. of State for passport fee (cost varies AND $35 execution fee to be paid to the Spartanburg County Public Library. For the execution fee ONLY, the Library accepts, cash, credit/debit card, check, or money order made payable to the Spartanburg County Public Library.
  • $10 Photo Fee (optional) to be paid to the Spartanburg County Public Library-same payment methods as above.

For more information, printable forms, and current passport fees visit
https://travel.state.gov

SPARTANBURG COUNTY PUBLIC LIBRARIES
www.spartanburglibraries.org
Headquarters Library: (864) 596-3505
Updated 5/2/2019
United States Passport Services

**PRODUCTS & FEES**

Please note that there are **TWO SEPARATE FEES** for a passport application. You will need to submit a **SEPARATE PAYMENT** for each fee.

**Execution Fee**
- Payable to Spartanburg County Public Library
- Cash, debit/credit cards, check, or money order accepted for execution fees.
- Make payable to: Spartanburg County Public Library
- $35 for all passport products

**Passport Fee**
- Check or money order ONLY; cash or debit/credit cards CANNOT be accepted for passport fees.
- Under age 16: $80; Age 16+: $110
- Under age 16: $15; Age 16+: $30
- Under age 16: $95; Age 16+: $140

**Photo Fee (optional):** Make payable to Spartanburg County Public Library.

Optional Fees:
- **Expedite Fee:** Add $60 per application (Payable to U.S. Dept. of State)
- **Overnight Delivery Service:** $25 (Payable to Spartanburg County Public Library)
- **Overnight Delivery Return Service:** Add $16.48 per application (Payable to U.S. Dept. of State)

https://travel.state.gov

Updated 5/2/2019