

PASSPORT SERVICES @ Groton Public Library

If this is your **first US passport**, you will need to apply in person. If you are renewing an expired adult passport issued within the last 15 years, you may apply by mail. If you are under age 16 and are renewing an expired passport, you must appear in person.

HOURS (BY APPOINTMENT ONLY)

- **Tuesday through Thursday:** 10 a.m. to 6 p.m.
- **Saturday:** 9:30 a.m. to 3:30 p.m.

REQUIREMENTS

- **Proof of U.S. Citizenship:** Original or Certified Copy of *Long Form* Birth Certificate or Original Certificate of Naturalization
- **Photo ID:** Driver's License, Passport or Military ID, **and** photocopy of the front and back of it
- **One recent color photograph:** Please see below for nearby facilities. **We are NOT offering pictures on site at this time.**
- **Applicants under age 16:** Both parents must appear together and sign *or* one parent appears, signs, and submits second parent's notarized statement of consent along with valid ID *or* submits primary evidence of sole custody to apply

FEES & DELIVERY

You will need to make **TWO (2)** payments: 1) **MUST** be Check or Money Order payable to US Department of State, 2) May be Cash or Check to Groton Public Library

Routine Service – within 4-6 weeks

- Execution fee: \$25 - Payable to Groton Public Library
- Application fee: \$110 - Payable to U.S. Department of State (Under age 16: \$80)

Expedited Service- within 2-3 weeks

- Execution fee: \$25 - Payable to Groton Public Library
- Application fee: \$170 - Payable to U.S. Department of State (Under age 16: \$140)

For an additional fee you can purchase a **passport card** valid for travel by land and by sea only. (Adult card fee: \$30 (Under Age 16: \$15))

EMERGENCIES

For those with proof of departure within 14 days, you must apply in person at:

CT Passport Agency
850 Canal Street Suite 2
Stamford, CT 06902
Monday through Friday: 9 a.m. - 4 p.m.
By appointment only: 1-877-487-2778

For more information, along with regularly issued travel warnings and information on U.S. Embassies, visit the U.S. Department of State Bureau of Consular Affairs at <http://travel.state.gov>

PHOTO INFORMATION

Walgreens, CVS, Post Office (Groton), ABC Photo (Mystic), AAA (Waterford)