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PRESS RELEASE

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Passport Service to Be Offered at Main Library Beginning January 2, 2003

Beginning January 2, 2003, those needing passports will now have another option when filling out an application. That's when the Public Documents & Patents Department at the Main Library, 800 Vine Street, will begin accepting new passport applications from the public. Because the Passport Office at the State Department has been trying to expand the locations that offer the service beyond post offices, the Library was considered the logical place to go because it specializes in customer service and offers night and weekend hours.

Applications will be accepted on a first-come, first-serve basis from Monday–Friday, 9:00 a.m.–5:00 p.m. Applications are accepted by appointment only (due to demand) Sundays from 1:00–4:00 p.m.; on Tuesday & Wednesday evenings from 5:00–8:30 p.m.; and on Saturdays from 9:00 a.m.–5:00 p.m. “We’ll have a special phone number set up (513-369-6976) to field passport questions,” said John Graham, Department Manager. “The number will have plenty of helpful recorded information, as well as the chance to speak with a staff member. We will also establish a separate website with specialized information. Both the website and the phone number will be activated on January 1 from our web page, <http://www.cincinnati.library.org/> or <http://passports.cincinnati.library.org/>.”

Passport FAQs

Q -How are passport applications related to the other work Public Documents does?

The Public Documents Department specializes in helping customers access and use government information. It already provides copies of many types of government forms, and helps locate government forms not in stock. The department has also hosted the GIS (Geographical Information Systems) service and the Internal Revenue Service's Volunteer Income Tax Assistance (VITA) program for several years, so it has experience at providing in-depth levels of service to customers. Other State Department forms, information, and publications can also be found here.

Q-Why is the Library planning to offer such an unusual new service at this time?

First, the Passport Office is actively recruiting libraries and other places of business with night and weekend hours to accept applications. Many other public libraries have begun to offer this service in the past few years. Secondly, the Public Documents Department has the staff and resources available to offer this service and do a good job. It is also hoped that this service will bring in more customers to the Main Library and increase demand for related items, such as travel books.

Q-How long does it take to process an application?

Allow up to 30 minutes for the passport application process. The Passport application process requires you to bring five items to the Library with you: 1) Proof of U.S. Citizenship, 2) Proof of Identity, 3) Current Photograph, 4) Proper Fees, 5) Social Security Number. Documents must be originals; no photocopies are accepted. All documents are returned when you receive your passport. (Call or visit our web site for more details.)

Q-Do I need any other documents for a passport?

You must submit proof of your United States Citizenship. The preferred form of proof is your previous U.S. passport or a certified, official birth certificate. Note the birth certificate may not be a copy or a notarized document. It must be issued by a government agency and bear its official seal. Other acceptable forms include Report of Foreign Birth Abroad for U.S. citizens born abroad, or an original copy of the Certificate of Citizenship issued by the INS. If no primary proof of citizenship is available, other records such as family records or affidavits may be submitted for consideration.

You must also bring in current, valid proof of your identity. Accepted forms of identification include one of the following: Valid Driver's License, State ID, or Military ID. The ID must be current and include a recognizable photograph.

Q-Will photographs be taken at the same time I put in an application?

No, you must supply two photographs taken within the last six months. Photographs must measure 2x2 inches and may be in color or black and white. Photographs must be full-face view, with no hat or other head covering of any kind. The Library **does not** take passport photographs; see a Passport photographer for other restrictions.

Q-What does it cost to get a passport?

There are two separate fees (totaling \$85) involved in getting a passport. The **Application Fee**, payable to the “U.S. Department of State,” is \$55.00. (The fee is \$40.00 for those 15 and younger.) The second fee is a \$30.00 **Execution Fee**, payable to the “Public Library of Cincinnati & Hamilton County.” An additional **Expedite Fee** of \$60.00 per application may be paid to the “U.S. Department of State” for faster service. The Library **does not** accept credit cards for payment of passport fees, but will accept cash and checks with proper identification. All fees are non-refundable.

Q-What if my child is under the age of 14? Do they need a passport and do they have to be present to apply?

All children traveling abroad, regardless of age, must have their own individual passports. Children under 14 are strongly encouraged to appear in person to get a passport. In addition, **both parents must appear in person** with proper identification to sign the application. If one parent is unavailable, or if the parents listed on the child’s birth certificate do not currently have custody, visit the Library’s web site or http://travel.state.gov/passport_services.html for full details.

Q-What if I have changed my name due to marriage?

You must apply for a passport with your current, legal name. If you changed your name due to marriage, you may bring in new identification showing the new name. If your identification is unchanged, you may bring in a marriage certificate (not marriage license) to show the marriage occurred. For name changes due to any other reason, you must bring in official court documents confirming the change.

Q-Can I fill out forms in advance to save time when I come in?

Visit http://travel.state.gov/passport_services.html or the Library’s web site for forms or more information. Public Documents & Patents Department also has forms. The basic Passport application form is the DS-11. You may fill it out in advance, but **do not** sign it until asked to do so.

Q-Where can I park when I come downtown?

Parking is available in several lots surrounding the Library. The city-owned Garfield Garage on West Ninth Street near Race charges \$1.00 for the first two hours of parking. Parking meters downtown are not enforced after 6:00 p.m. or on Sundays. Check our website for parking maps and more information.

- ✓ **Information about programs and events at the Public Library of Cincinnati & Hamilton County can be found on our web site: www.cincinnati-library.org**