



THE
PUBLIC
LIBRARY
of Cincinnati
and
Hamilton County

800 Vine Street
Cincinnati, Ohio
45202-2071

Contact
Phyllis Hegner
Phone•369•4571
or
Richard Helmes
Phone•369•6959

PRESS RELEASE

For Immediate Release

Fax 513•369•4565

January 12, 2004

Passport Service Marks One-Year Anniversary at the Main Library

Applying for or renewing your passport has never been easier! A year ago, the Public Documents & Patents Department at the Main Library began offering the service to the public. Not only is the service more convenient, it's time saving, since most passport applications can be completed in 30 minutes or less during the week. The service is walk-up with no appointment necessary during day hours Monday-Friday from 9:00 a.m.-5:00 p.m. However, appointments are suggested Monday-Wednesday from 5:00-9:00 p.m. and on Saturdays and Sundays. For information call (513) 369-6976.

In 2003, 718 passports were processed by the staff. "Because the Library is open until 9:00 p.m. some evenings and on the weekends, the service has become very popular, especially for those who work during the day," said John Graham, Manager of the department. Where are people traveling these days? The most popular destination is Europe, with France having the most travelers of any country, followed by Mexico and the Caribbean. Applicants need only bring five items with them to get a new passport:

- Proof of U. S. citizenship
- Proof of Identity
- Current Photograph
- Proper Fees
- Social Security Number

Walk-In Service (No appointment necessary):

- Monday–Friday: 9:00 a.m.–5:00 p.m.
- **Service provided on a first-come, first-served basis.**

By Appointment:

- Sunday: 1:00–4:00 p.m.
- Monday, Tuesday & Wednesday: 5:00–8:30 p.m.
- Saturday: 9:00 a.m.–5:00 p.m.
- Allow 30 minutes to complete the passport application process.

FREQUENTLY ASKED QUESTIONS ABOUT PASSPORTS

Where Can I Park When I Come Downtown?

Parking is available in several lots near the Library. You can park for two hours at city-owned garages for a dollar. Parking meters downtown are not enforced after 6:00 p.m. weekdays or on Sundays.

How Do I Apply for a Passport?

If this is your first 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.

When applying for a passport in person, you need to submit:

- **A completed application for passport:** (also available at the library and other passport application agencies) Note: **DO NOT SIGN** this application before visiting the acceptance agency.
- **Proof of U.S. citizenship:** Proof of citizenship may be a previous U.S. passport, certified birth certificate, or Certificate of Citizenship or Naturalization. No photocopies will be accepted. Documents will be returned with your issued passport. If you do not have a certified copy of your birth certificate, contact the agency which holds your birth record. Other records that may be submitted for consideration are baptismal certificates, early census records, family bible records, newspaper files regarding the birth, and affidavits from relatives or medical personnel who attended the birth. Full information on documents for proof of citizenship is posted on the Department of State passport page.
- **Current proof of identity:** Proof of identity may be established with a previous U.S. passport or a current valid driver's license, military I.D. card, or State I.D. card. Full information on proof of identity is posted on the Department of State passport page.
- **Two passport photos:** Passport photos must be identical, whole-face views taken within the last 6 months, 2"×2" in size against a light background. No hats or head-covering should be worn. Vending machine photos are not acceptable. More details on photo guidelines located at Department of State Photography Guide at <http://travel.state.gov/pptphotos/index.html>.
- **Checks or Money Orders for the passport fees:** Two passport payments are required for a new passport.
 1. **The passport fee**, payable by check or money order to U.S. Department of State, are:
 - \$55.00 for an adult passport, valid for 10 years
 - \$40.00 for a child's (under 16) passport, valid for 5 years
 - Expedite fee (Two-week service is available for a \$60.00 additional fee.)
 2. **The execution fee**, payable in cash, check or money order to the Public Library of Cincinnati is:
 - \$30.00 execution fee for each new passport

- No execution fee is required for a renewal application.
 - No credit card payments are accepted. By law, the execution fee is non-refundable (22 CFR 51.65).
- **Your Social Security number:** Please verify your social security number before you come in; you do not need to bring in your social security card.

How Long Does it Take to Receive my Passport?

Routine application processing takes about 4–6 weeks. Expedited services reduce the processing time to as little as 2 weeks, for an additional \$60.00 fee. The Public Library does not handle express mail. If you wish to use an express mail service, please submit your application at a postal service or clerk of court office.

Questions? Contact us by phone 513-369-6976 or email passports@cincinnati.org

✓ **Information about events at the Main Library and 41 branch libraries is available on the Internet site: www.CincinnatiLibrary.org.**