



Petersburg Public Library
201 W. Washington St.
Petersburg VA 23803



Checklist for Passport Applications

WHAT TO BRING:

- *ID- Virginia Driver's License, or military ID (and a copy)
- *Proof of Citizenship-Original birth certificate (and a copy)
- *Proof of Name Change-Original marriage certificate or court order (and a copy)

Payments—

- *Application fee must be paid by personal check, money order or cashier's check, payable to: U.S. Department of State
\$130 (standard adult book) or \$100. (standard minor book)
- * Processing and Photo fees: Cash or check payable to: **Petersburg Library Foundation**
(\$35 Processing and \$15.00 Photo)
(There are additional fees for extra services)

Instructions:

Read and follow all instructions on application form
(use black ink and Do Not Use Whiteout)

Fill out paperwork before appointment, or arrive 15 minutes early.

Call if you need to cancel or reschedule your appointment. Late arrivals
(10 minutes) may need to reschedule.

Renewals: We do not process renewals but will look them over.

Review of a renewal application requires an appointment and is at no charge.

To make an appointment,
Call our passport appointment line at 804-733-2387 ext. 6303:
or visit us at www.ppls.org

Appointment days are Mondays thru Friday, 1pm-4pm