

Frequently Asked Questions

1. Do I have to make an appointment to apply at your acceptance facility?

Yes, we do not take walk-ins.

2. Can I mail in my application or apply online?

No, if applying using Form DS-11, you must apply in person.

3. What if I want a passport book and a passport card?

You can apply for a passport book and card simultaneously on Form DS-11 given that you pay both fees.

4. How long will it take to get my passport?

For up-to-date processing times visit Travel.state.gov.

5. How can I get my passport fast in case of an emergency?

Urgent Travel Service: Call 1-877-487-2778 from 8 am to 10 pm ET, Mondays - Fridays (closed on federal holidays). Schedule an appointment if you are traveling internationally within 14 days or need a visa within 28 days.

6. I'm behind in child support. Can I get a passport?

You cannot get a U.S. passport if you are behind in child support payments of \$2,500 or more. For more information, please call or visit the U.S. Department of State at Travel.state.gov or (877)-487-2778.

You must apply for a new passport if your previous passport was issued before age 16 or if your previous passport expired 5+ years ago.

All applicants must be present at the time of the appointment.

See plainfieldlibrary.info for more information.


While the Plainfield Public Library does not process renewals for adults, we have applications available and will gladly assist you on how to procede.

CONTACT US

 passports@plainfieldlibrarynj.org

 plainfieldlibrary.info

 800 Park Avenue
Plainfield, NJ 07060

 (908) 755-7998

Book an appointment here:

BY SCANNING THE QR CODE BELOW



Spanish-speaking assistance

PARA ASISTENCIA EN ESPAÑOL O PARA AGENDAR UNA CITA CON NUESTRA AGENTE DE HABLA HISPANA, PIDA A **VERONICA AL (908) 755-7998**, O AGENTE SU CITA EN LÍNEA DURANTE LOS SIGUIENTES HORARIOS:

- Lunes: 9 AM - 1 PM
- Martes: 4 PM - 8 PM
- Miércoles: 5 PM - 8 PM
- Jueves: 9 AM - 1 PM
- Viernes: 9 AM - 1 PM



Passport Services



General Information

As a designated Passport Acceptance Facility, we will accept and send your application to U.S. Department of State.

Hours of operation

Monday	9 AM to 8 PM
Tuesday	4 PM to 8 PM
Wednesday	12 PM to 8 PM
Thursday	9 AM to 1 PM & 5 PM to 8 PM <small>(9 AM to 1PM for Summer Hours)</small>
Friday	9 AM to 1 PM
Saturday	11 AM to 2 PM
Sunday	Closed

- We are only able to process DS-11 applications.
- Processing time may fluctuate as per workload in the U.S. Passport processing offices.
- For the most up-to-date processing times visit Travel.State.Gov or call the National Passport Processing Center at 1-877-487-2778



What is needed to apply for a passport?

1. DS-11 Application:

Must be filled out in black ink before your appointment.

2. Proof of Citizenship:

You will be required to submit this document with your application. This document will be returned in a separate mailing envelope.

3. Proof of Identity:

Valid Driver License, Government photo I.D., or Military I.D.

4. Social Security Number:

You must include your Social Security number on the application if you have one.

5. Photos:

The library offers a passport photo service for \$12 per applicant.

6. Passport Fees:

A separate check or money order, payable to the U.S. Department of State, is required for each application.

7. Acceptance Fee:

The \$35 acceptance fee may be paid by cash or card. You may combine multiple payments to the library. Personal checks or bills bigger than \$50 are not accepted at the library.

Payment Information

Payment # 1: Paid to the "U.S. Department of State"

Paid by personal checks or money orders only. One per applicant.

	Routine Service	Expedited Service
Adult Passport Book: <small>(16 years old and over)</small>	\$130.00	\$212.05
Adult Passport Book & Card: <small>(16 years old and over)</small>	\$160.00	\$242.05
Children Passport Book: <small>(Under 16 years old)</small>	\$100.00	\$182.05
Children's Passport Book & Card: <small>(Under 16 years old)</small>	\$115.00	\$197.05

Payment # 2: Paid to the "Plainfield Public Library"

Paid by cash or card only. No bills over \$50

Acceptance Fee: <small>(Per person)</small>	\$35.00
Photo Fee: <small>(Per person)</small>	\$12.00
Express (overnight) mail Fee: <small>(Per family)</small>	\$31.11