



Passport Renewal Procedure

How to make an appointment:

Email: passport@conneaut.lib.oh.us Call: (440) 593-1608

What information you need when scheduling:

- Are you renewing a passport card, book, or both? *The card permits you to travel only by land or sea to Canada, Mexico, Bermuda, and the Caribbean.*
- What is the expiration date on your passport?
- How many people will be at the appointment?
- Will you be getting your picture(s) taken at the library?

What to bring to your appointment (for everyone renewing a passport):

- Legible application(s) filled out in **black ink** or typed (**applications must not be printed double-sided**)
- Prior U.S. passport book or card
- Current passport photo taken within the last **six months** (if not taken at the library)
- Check or money order made out to the Department of State with name(s) and birthdate(s) written on the memo line (fees are listed below)
- Check, money order, or cash payable to the Conneaut Public Library for the photo fee (fees are listed below)
- Any additional documentation required (refer questions to a passport agent)

Common renewal questions:

- I've had the card before, but I would like to get a book (or vice versa). Can I use the renewal form to get the other type of passport?
Yes. You can use the Renewal Application to apply for either the book, card, or both if you have had any type of passport.
- My passport expires soon! What do I do?
Don't worry! You can renew your passport up to five years after the expiration date.
- Who sends in my completed application?
The applicant will mail the completed application along with required documentation. The passport agents at the Conneaut Public Library are happy to assemble and assist with any questions you may have during this process.

Department of State Fees:

- Passport Book - \$130.00
- Passport Card - \$30.00

Expedite fee is \$60.00/application

Library Fees:

- Photo Fee - \$8.00/photo

As of 3/21/2022, processing times for Routine Passports are ~8-11 weeks and Expedited Passports are ~5-7 weeks. If you need your passport sooner, speak to a passport agent about your options.