

# PASSPORT TIPS & TRICKS

Questions? Call (401) 828-3750 x 107 or email [info@wwpl.org](mailto:info@wwpl.org)

## START WITH DS-11

This is the application for a passport.

- Stop by Information Services for a form
- Print one from [wwpl.org/passport](http://wwpl.org/passport)

Fill out questions 1 - 21, only use black ink, and don't sign it!

## SCHEDULE AN APPOINTMENT

Call (401) 828-3750 x 107  
No walk-ins. Bring:

- Valid ID\*
- Completed DS-11
- Passport Photo

## PAYMENT

Two forms of payment are required.

WWPL charges \$35  
See state processing fees below.

Check or money order only payable to WWPL and U.S. Dept. of State

## VALID ID\* LIST

- Valid RI driver's license

OR 1 of these 3:

- Original birth certificate
- Previous U.S. passport
- Naturalization certificate

OR 2 of these 4:

- Work or school ID
- Insurance card
- Social Security card
- Military ID

## PASSPORT TYPES & COST

Routine (allow 10 - 12 weeks)

Adult	\$110	Child Card	\$15
Child	\$80	Adult Combo	\$140
Adult Card	\$30	Child Combo	\$95

Expedited (allow 4 - 6 weeks)

Adult	\$170	Child Card	\$75
Child	\$140	Adult Combo	\$200
Adult Card	\$90	Child Combo	\$155

# PASSPORT TIPS & TRICKS

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## Helpful Tips and Tricks for the Passport Creation Process:

### Start with the DS-11 Form

This is the application for a passport. You can get one from Information Services, or print one at [wwpl.org/passport](http://wwpl.org/passport). Fill out questions 1 - 21. Use black ink, and do not sign it.

### Schedule an Appointment

Call us at (401) 828-3750 x 107. No walk-ins. Be sure to bring a proper ID, your completed DS-11 form, and a passport photo. Photos have requirements and can be taken at most drug stores and travel agencies. Visit [travel.state.gov](http://travel.state.gov) for photo guidelines.

### List of Valid Identifications

We'll need a valid RI driver's license to process your passport, OR:

1 of these 3: original birth certificate, previous US passport, or naturalization certificate. You can also bring 2 of these 4: work or school ID, insurance card, social security card, military ID.

### Payment

The state charges for passport creation. See below. You can pay with check or money order made out to Department of State. In addition, the library charges \$35 for this service. Cash or check. This payment can be made out to West Warwick Public Library.

### Passport Types and Costs

Passports can be routine or expedited, for an adult or child, and book or card (card is sea/land restricted travel). For prices of each passport, see the chart on page one or contact us.