

Passport Services Policy

The Montauk Library is an official Passport Acceptance Facility approved by the U.S. Department of State and offers passport processing and photo services through library staff trained and certified as Passport Acceptance Agents.

Blank passport forms are available at the library or online at www.travel.state.gov.

A. Procedure.

1. The library offers processing for:
 - First-time applicants, adults or minors;
 - Applicants that were under 16 years of age when their most recent passport was issued;
 - Renewals for minors; and,
 - Applicants whose most recent passport has been expired for more than five (5) years.
2. Passport services are by appointment only by emailing passports@montauklibrary.org. Appointment times are dependent upon the availability of a Passport Acceptance Agent and the library's hours of operation.
3. The Passport Acceptance Agent shall collect all applicable fees, administer an oath, and witness the applicant's signature on the application. Passport Acceptance Agents will not hold any incomplete application or related documents for any reason, for any amount of time.
4. In his or her sole discretion, a Passport Acceptance Agent may terminate an appointment.
5. An applicant must be present during the duration of the application process. For all applications made on behalf of a child under the age of sixteen (16), both parents and the subject child must be present. In the event one parent cannot be present, the applicant must submit a Parent Consent Form (DS-3053), completed with a notarized signature from the non-applying parent/guardian, and a copy of the front and back of the non-applying parent's government-issued photo identification which was presented to the Notary Public.
6. The library is unable to provide translation services. Applicants must bring their own translator if one is needed.

B. Passport Photos.

1. Passport Acceptance Agents may take passport photos for the applicant for a fee of \$10.00.
2. An appointment for a passport photo is not required, but the library does not guarantee the availability of a Passport Acceptance Agent for any walk-in.

C. Fees.

1. There are two payments that are required to apply for a passport at the Library:
 - U.S. Department of State Processing Fee, which must be paid by check or money order; and will be submitted with the application.
 - Montauk Library Processing Fee, which may be paid by either cash, check, money order, or credit card.

D. Disclaimers.

1. The U.S. Department of State is solely responsible for examining and approving passport applications and issuing passports.
2. Neither the library nor any agents or employees of the library, including but not limited to individual Passport Acceptance Agents, are responsible if the US Department of State denies a passport application, or delays the processing.
3. The library is not a Regional Passport Agency and does not provide physical passports on-site.
4. All applicants are required to comply with standard passport procedures and should consult the U.S. Department of State for applicable guidelines.
5. The Passport acceptance agent responsible for processing an application may not notarize the document(s) related to such application; however, such documents may be notarized by any other library employee or Passport acceptance agent who is qualified as a notary public.