

CONTACT INFORMATION

National Passport Information Center (NPIC)

Live/Personal Passport Office Assistance Is Only Available at NPIC

Monday thru Friday 8:00 AM to 10:00 PM
Eastern Time

(Please adjust for Standard or Daylight Savings Times)

NPIC Toll Free Telephone Numbers :

Voice: 1-(877) 487-2778

TTY/TDD: 1-(888) 874-7793

U.S. Passport Agency in Honolulu

Address

Prince Jonah Kuhio Kalaniana'ole Federal Building
300 Ala Moana Boulevard, Room 1-330
Honolulu, HI 96850

Office Hours

By appointment for Expedited Applications ONLY.

Call the 24-hour automated service at NPIC
to reserve an appointment time.

Appointments

- Please stay on the line for a **confirmation number** or you will lose your appointment
- Bring **proof of departure**
(i.e. itinerary with receipt or plane/cruise tickets)

Additional Passport Information on the Internet :

<http://travel.state.gov/>
<http://www.hspls.org/feddocs/>

A GUIDE TO PASSPORT SERVICES at the Hawaii State Library



APPLICATION FOR A US PASSPORT (Form DS-11)

The library will only process Form DS-11 passport applications. This form is for first-time applicants or for those who are NOT eligible to use *APPLICATION FOR A U.S. PASSPORT BY MAIL*, Form DS-82.

We do not process Form DS-82. Please read "CAN I USE THIS FORM?" section on the first page of *APPLICATION FOR A U.S. PASSPORT BY MAIL*, Form DS-82, to see if this is the correct form to use.

INSTRUCTIONS

ALL APPLICANTS MUST BE PRESENT

Please bring the following:

1. Application filled out, but **NOT SIGNED**
2. Certified Birth Certificate or Naturalization Certificate or Previously issued Passport for those who cannot use DS-82
3. Driver's License, State I.D. or Military I.D.
4. Two Passport Photos
5. Two personal checks or money orders
(**NO CASH or DEBIT/CREDIT CARDS ACCEPTED**)

Applications for Children Under Age 16:

Both parents/legal guardians **MUST** be present.

If parent/guardian cannot appear in person, a

Statement of Consent must be completed and notarized.

PAYMENTS AND FEES

- Payments may be made by **TWO personal checks or money orders**; no cash or debit/credit cards accepted.
- The total payment for each application is the *Passport Fee* (plus optional *Expedite Fee*) and the *Execution Fee*. **You Must Submit Two Separate Payments for these fees.** Make checks payable to:

1. *Passport Fee:* *Department of State*
2. *Execution Fee:* *Director of Finance—State of Hawaii.*

PROCESSING TIME

- With the basic *Passport Fee*, you will generally receive your passport within **FOUR TO SIX** weeks.
- With the additional *Expedite Fee*, you will generally receive your passport within **TWO TO THREE** weeks.

FEES FOR THE NEW APPLICATION (FORM DS-11)

Age	Passport Fee	Execution Fee **Paid Separately**
Age 16 And Over:	\$75	\$25
Under Age 16:	\$60	\$25

TOTAL PASSPORT FEE WITH OPTIONAL EXPEDITE FEE

Age	Expedite Fee (optional)	Total Passport Fee w/ Expedite Fee
Age 16 And Over:	\$60	\$135
Under Age 16:	\$60	\$120

PASSPORT CARDS Form DS-11: Application for U.S. Passport

The U.S. Passport Card may only be used for re-entry into the United States at land borders and sea ports-of-entry when traveling from Canada, Mexico, the Caribbean and Bermuda. Passport cards may **NOT** be used for air travel.

FEES FOR THE NEW PASSPORT CARD

Age	Execution Fee	Passport Fee	Expedite Fee (optional)
Under Age 16	\$25.00	\$10.00	\$60.00
Age 16 and Over	\$25.00	\$20.00	\$60.00



**Federal Documents Section
Hawaii State Library
478 South King Street
Honolulu, HI 96813-2994**

**Reference Desk Phone Number
(808) 586-3477**

Passport Application Acceptance Hours

DAY	HOURS
SUNDAY	CLOSED
MONDAY	10:00 AM to 3:00 PM
TUESDAY	10:00 AM to 3:00 PM
WEDNESDAY	10:00 AM to 3:00 PM
THURSDAY	10:00 AM to 3:00 PM
FRIDAY	10:00 AM to 3:00 PM
SATURDAY	9:00 AM to 12 NOON

**NO appointments necessary:
FIRST COME—FIRST SERVED.**