

Passport Walk-Ins

Limited Walk-In Service in July!

(Except for Wednesday July 3, Thursday July 4, Friday July 5, and Thursday July 25, as our office will be closed.)

Monday through Thursday, sign up for the same day begins at 9 am and ends at 12 pm, or when the list is full, whichever comes first.

Walk in applicants may be seen between 9 am – 11:40 am and 1 pm – 3:40 pm.

There are no signups over the phone, in person only.

A very limited number of slots are available each day and **you must remain on-site** to be eligible (except during the lunch hour between 12-1pm). Walk in applicants are advised to find parking that will not require them to move their vehicle while they wait for their appointment.

If your name is called and you are not present, you will be crossed off the list and not be seen that day.

*** It is possible that even if you wait all day, you will not be seen – booked appointments always take priority. ***

To have the best chance at a successful appointment, please **READ AND PRINT OUT** our passport checklist to make sure you bring everything you need. (<https://saclaw.org/services/passport-services/passport-checklist/> (<https://saclaw.org/services/passport-services/passport-checklist/>)) Present the checklist and your photo ID at the library's Circulation Desk upon arrival. If you are missing items and your application cannot be submitted, you will have to try again on a different day.

- DS-11 https://eforms.state.gov/Forms/ds11_pdf.PDF (https://eforms.state.gov/Forms/ds11_pdf.PDF)
- DS-11 [Sample form](https://saclaw.org/wp-content/uploads/2024/05/ds-11-form-guide.pdf) (<https://saclaw.org/wp-content/uploads/2024/05/ds-11-form-guide.pdf>) (Explanations for sections where we commonly see mistakes)
- DS-64 (Used to report a lost or stolen passport) https://eforms.state.gov/Forms/ds64_pdf.pdf (https://eforms.state.gov/Forms/ds64_pdf.pdf)
- DS-3053 (statement of parental consent for minors under 16 when one parent cannot attend the appointment) <https://eforms.state.gov/Forms/ds3053.pdf> (<https://eforms.state.gov/Forms/ds3053.pdf>)