

MEDINA COUNTY DISTRICT LIBRARY POLICY MANUAL

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| Policy No: PUB-24 | Title: PASSPORT SERVICES | | |
| Section: Public Services | Owner: Assistant Director | Resolution No: 22-08 | |
| Board Approval Date: 08-19-2019 | Staff Reviewed Date: 04-30-2023 | Revised Date: 07-18-2022 | Effective Date 07-18-2022 |

Policy Statement:

Selected branches of Medina County District Library shall serve as Passport Acceptance Agencies in compliance with criteria and fees set forth by the United States Department of State. Locations and standards shall be determined and monitored by the National Passport Center.

Fees associated with the processing of passports and their postage costs shall be determined by federal guidelines with the National Passport Center at www.travel.state.gov and the United States Postal Service at usps.com. Current MCDL fees are \$15.00 for photographs.

MCDL employees serving in the capacity of Passport Agents shall do so under the approval and sanctions of the governing federal laws.

Related Form: Passport Sign-in Sheet