

MEDINA COUNTY DISTRICT LIBRARY POLICY MANUAL

Policy No: PUB-24	Title: PASSPORT SERVICES		
Section: Public Services	Owner: Deputy Director	Resolution No: 22-08	
Board Approval Date: 08-19-2019	Staff Reviewed Date: 05-01-2024	Revised Date: 07-18-2022	Effective Date 07-18-2022

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