

## MEDINA COUNTY DISTRICT LIBRARY POLICY MANUAL

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: 03-31-2022	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](http://www.travel.state.gov) and the United States Postal Service at [usps.com](http://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