The Grand Rapids Area Library became a Passport Acceptance Facility in December of 2015. The Library has since experienced increased exposure, increased traffic, and increased good will in the community. Revenue generation has surpassed projections, allowing us to hire much needed temporary help to cover for staff absences.

Passport service to travelers in the region has improved, with extended hours in the evenings and on Saturdays, a family-friendly environment, and easier parking.

**Considerations in becoming a Passport Acceptance Facility:**

**Space:** Do you have space away from a busy desk to work with applicants?

**Storage:** Do you have secure storage space for supplies and long-term storage of paperwork?

**Time:** Do you have staff time to handle applications and phone inquiries?

  - Can you handle walk-in traffic or do you need to set up scheduled appointments?
  - Can you have enough staff trained to cover your hours of availability?

**Services:** Can you conveniently photocopy documents?

  - Do you want to offer passport photo service?

**Revenue:** Will the $25/application cover your expenses in postage/copies/staff time?

**Resources:**

Passport website with contact information for the Regional Passport Agency: [www.travel.state.gov](http://www.travel.state.gov)


Article in Public Libraries provides great step-by-step process for becoming an acceptance facility.

News story on transfer of passport responsibility to the Grand Rapids Area Library:

[http://www.grandrapidsmn.com/news/passport-services-move-to-the-library/article_ec0ada4c-9380-11e5-8f75-3bd7c219c436.html](http://www.grandrapidsmn.com/news/passport-services-move-to-the-library/article_ec0ada4c-9380-11e5-8f75-3bd7c219c436.html)

**Contact me with questions:**

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