

Passport Acceptance Facility

The Pittsylvania County Public Library has four designated Passport Acceptance Facilities: Brosville, Chatham, Gretna, and Mt. Hermon Branches. Passport applications are **by appointment only** during regular library hours. Availability can be limited. Call to schedule an appointment. Brosville: 434-685-1285, Chatham: 434-432-3271, Gretna: 434-290-3223 , and Mt. Hermon: 434-835-0326.

It is strongly advised that every person applying for a passport [review the process beforehand](#).

What you will need:

- Proof of U.S. Citizenship (provide one of the following):
 - Previous U.S. Passport
 - An original and a copy of a certified U.S. Birth Certificate (from a city, county or state, NOT a hospital certificate)
 - Consular Report of Birth Abroad or Certification of Birth
 - Certificate of Naturalization or Citizenship
- Proof of Identity (provide one of the following):
 - Current, valid Virginia driver's license and a copy of both the front and back (Please bring a secondary ID if you have an out of state license.)
 - Military ID
 - Government ID
 - Certificate of Naturalization or Citizenship
- For minors under the age of 16, each child must appear in person and parents listed on birth certificate or legal guardian(s) must be present with evidence of identity. In cases of custody or guardianship, original legal documents will be required.
- Completed (**but not signed**) DS-11 form, which can be obtained from Pittsylvania County Public Library or printed from the [State Department website](#).
- Passport photo
 - We are able to provide passport photos for your application for a \$10 fee.
 - Passport photos must adhere to strict requirements set by the U.S. Department of State. See the [U.S. Passports website](#) for more information and examples.
- Fees
 - U.S. Department of State total **must be paid with check or money order only**. Cash, credit or debit cards will not be accepted. One check or money order for EACH application is needed.
 - There is an Execution Fee of \$35 per application payable to the Pittsylvania County Public Library. Library Execution Fee may be paid with cash, check, or money order.
 - We are able to provide passport photos for your application for a \$10 fee.
 - View a complete list of [current fees charged by the State Department](#).

Current Processing Times:

Processing times are determined by the National Passport Agency and are subject to change. [Click here](#) to see current processing times and to determine the best way to apply for a passport based on your travel dates.

WHAT TO KNOW ABOUT COURIER AND EXPEDITOR COMPANIES

There are multiple companies on the internet offering to get your passport quickly, but **you will not receive your passport any faster than you would if you applied in person** at a [passport agency or center](#).

The State Department has issued information about these companies to protect citizens applying for passports from paying extra fees. Please go to [Courier and Expeditor Companies](#) to learn more.

Applications are available free from the State Department website or at our library; if you are paying to print your application, consider it a fraudulent interaction.

For more information, including current processing times, visit the [State Department website](#).

Virginia birth certificates may be obtained from the [Office of Vital Records](#) or the [DMV](#). Visit the [CDC website](#) for information about obtaining an original birth certificate from all states.