City of Alexandria, Virginia
FY 2023 Proposed Operating Budget & CIP
Budget Questions & Answers

April 4, 2022

Question: Does the library charge for processing passports and if so, does this program generate revenue? If so, does the library anticipate an increase in passport renewal in FY23?

Response:
The Library generates revenue for passport services and currently charges $35 per application for passport processing. The FY 2022 budget presumed that 1,560 passports would be processed, generating revenue of $54,600. The Library has processed approximately 1,250 passports in FY 2022, generating revenue of approximately $43,750 as of 2/28/22. While the Library projects a continued modest increase in passport processing revenue this fiscal year, that increase is related only to increased hours and staff availability and is not tied to a surge in applications.

When the FY 2023 budget submission was prepared, the Library had projected a similar revenue stream from passport applications as was projected for FY 2022 due to the uncertainty surrounding vacant positions and the continuing pandemic. However, given the waning pandemic and improved staffing conditions, the Library now projects that it will be able to generate approximately $138,600 in FY 2023 via passport processing. This represents $84,000 in additional passport revenue for FY 2023.

It should be noted that the Library is only authorized by the U.S. State Department to use Form DS-11 to process *new* passport applications, applications for children under the age of 16, and applications where a person does not meet the regular renewal requirements. Further detail on passport processing services at Alexandria Library can be found on our website at: https://alexlibraryva.org/passports.