

# How to Apply for your Passport

1. Fill out an application for US Passport form DS-11. **DO NOT SIGN IT!**
  - a. Download at [www.travel.state.gov](http://www.travel.state.gov) or obtained at passport agency
2. Present proof of U.S. Citizenship
  - a. Previous U.S. Passport
  - b. Birth certificate
  - c. Consular report of birth abroad or certification of birth
  - d. Naturalization certificate
  - e. Certificate of citizenship
3. Present Proof of Identity
  - a. Previous U.S. Passport
  - b. Naturalization certificate
  - c. Current, valid
    - i. Driver's license
    - ii. Government ID: city, state or federal
    - iii. Military ID: military and dependents

## **SOCIAL SECURITY CARD DOES NOT COUNT FOR PROOF OF IDENTITY**

4. Provide Two Passport Photos (see opposite side for photo locations)
  - a. Must be:
    - i. 2x2 inches in size
    - ii. Identical
    - iii. Taken within past 6 months
    - iv. Color
    - v. Full face, front view with plain white or off-white background
    - vi. Between 1 inch and 1 3/8 inches from bottom of chin to the top of head
    - vii. Taken in normal street attire
5. Pay Fees
  - a. Application Fee \$75
  - b. Execution Fee \$ 25
  - c. Total \$100
6. Provide Social Security Number

### Where to apply:

Most post offices, clerks of court, public libraries, state, county, township, and municipal government offices

Visit [www.travel.state.gov](http://www.travel.state.gov) for exact locations and more information.

### **You can also apply for your passport right on campus. Attend the Passport Fair!**

December 2nd (Wed), 9am - 3:30pm in CSB Gorecki 120

February 17th (Wed), 9am -3:30pm in CSB Gorecki 120

**If you need to renew your passport, you can find the details at**  
**[www.travel.state.gov](http://www.travel.state.gov)**