

Passport Tips

U.S. Passport Processing at UNE, October 6, 2010

11:00 – 1:00 pm

Decary Café Function Rooms, UC

What you need to bring to apply for a passport

1. Completed Passport Application Form DS-11 (1st time), or DS-82 (renewals)

- Copies available in Office of International Education, Decary 52, or U.S. Post Office, or online http://travel.state.gov/passport/passport_1738.html
- Complete the form using full names (no initials or abbreviations).
- **Do NOT sign** the application until requested to do so in presence of passport agent.

2. Proof of US Citizenship

- A certified copy of your birth certificate or naturalization certificate
- Certified birth certificate must contain the following:
 - a. Name of applicant
 - b. Date of birth
 - c. Place of birth
 - d. File or registration date within a year of birth
 - e. Raised or embossed seal

Please Note: Hospital and church certificates are NOT acceptable. Expired passports are acceptable proof of citizenship. However, children under 16 with previous passports are required to have the expired passport, along with a birth certificate.

3. Proof of Identity

- New requirement: Bring a photo copy of BOTH sides of your driver's license
- A current, valid photo ID (driver's license, pilot's license, military ID) is the best form of identification.
- With any other form of identification (state ID card, college ID), you must also have at least four forms of secondary identification. In this case, you **MUST** also be accompanied by a person who has acceptable ID and has known you for at least two years.
- For children's passports, the child **MUST** be present. In addition, at least one parent must be present if child is 16 or older. For children under 16 years old, both parents (or legal guardians) must be present with acceptable identification. Proof of legal guardianship is required.

4. Two (2) professionally developed passport photos.

- Passport photo service available on site for \$15.
- Vending machine photos and school photos are not acceptable.

5. Payment

- U.S. Department of State fees may be paid by check or money order.
 - b. \$110 for new passport, \$110 for renewal of old passport (bring old passport)
 - c. This payment will be attached to application and sent to "Department of State"
 - d. **THIS MUST BE A SEPARATE CHECK OR MONEY ORDER**
- Post Office fees may be paid with check, cash or money order.
 - e. \$25 processing fee for first-time passport, \$15 for photos
 - f. **THIS PAYMENT IS SEPARATE FROM THE DEPT OF STATE PAYMENT**
- Check online http://travel.state.gov/passport/passport_1738.html
- For more information on fees and processing times.