

WHAT YOU NEED TO GET A U.S. PASSPORT

CHECK LIST

<p><input type="checkbox"/> <u>DS-11 New Passport Application</u></p> <ul style="list-style-type: none"> ✓ Use Black Ink ONLY ✓ Print pages 1-2 on separate sheets of white 8.5 x 11 paper, bring completed application with you to passport fair. 	<p><input type="checkbox"/> <u>Evidence of Citizenship</u></p> <ul style="list-style-type: none"> ✓ Original/Certified Copy of Birth Certificate ✓ Original Certificate of Naturalization or Citizenship ✓ Original Report of Birth Abroad Certificate.
<p><input type="checkbox"/> <u>Valid Government Issued ID.</u></p> <ul style="list-style-type: none"> ✓ Driver's License ✓ Government employee ID ✓ US Military or military department ID ✓ Out of State must also provide secondary I.D. Names must match. ✓ In case of Name Change, provide certified copy of proof of change, e.g., Final Order, Marriage Certificate, etc. <p>If you cannot present one of the above, please visit Travel.State.Gov for more information on Identification.</p>	<p><input type="checkbox"/> <u>Provide a Front And Back Photocopy</u> of your evidence of U.S. Citizenship document(s) and your valid Government Issued ID. (black and white copies preferred)</p> <ul style="list-style-type: none"> ✓ Bring 'both' the original and photocopies of the above documents to your passport interview. (<i>Photocopies can be provided for \$1</i>) <div style="background-color: red; color: white; padding: 5px; text-align: center;"> <p>✓ Citizenship documents will be retained and returned once the U.S. Passport Book or Passport Card has been processed.</p> </div>

Passport Photo

Applicants who wish to provide their own passport photo must follow the U.S. Department of State guidelines. Georgia State University Passport Services reserves the right to refuse passport photos that may not appear current, do not look to be a true likeness of the applicant, or do not follow one or more of the U.S. Department of State passport [photo guidelines](#).

Passport Fees

Passport Fees are paid separately in two (2) parts

1. Application Fee and any Additional/Optional Service Fees: Paid by check (*personal, certified, cashier's, traveler's*) or money order, payable to **"U.S. Department of State."** **Check or Money Order ONLY, payment must be for the exact amount listed in the table(s) below.**
2. Execution (Processing) Fee (**\$35**), and New Passport Photo Fee (**\$15**): Paid to Passport Facility, **Cash ONLY.**

Passport Book or Card Routine Processing 8 to 11 Week	
Adult Book (16 over)	\$130
Minor Book (Under 16)	\$100
Adult Book & Card	\$160
Minor Book & Card	\$115

Passport Book or Card Expedited Processing 5 to 7 Weeks (Additional \$60.00)		*Add On OPTIONAL I-2 DAY RETURN DELIVERY FEE (RDF) of \$19.53* added below	
Adult Book (16 over)	\$190	w/RDF	\$209.53
Minor Book (Under 16)	\$160	w/RDF	\$179.53
Adult Book & Card	\$220	w/RDF	\$239.53
Minor Book & Card	\$175	w/RDF	\$194.53

(Execution and photo fee not included)

PASSPORT CARD FEE, EXPEDITED PROCESSING FEE, I-2 DAY RETURN DELIVERY FEE AND THE PASSPORT PHOTO FEE **ARE NOT** REIMBURSED/PAID THROUGH THE SCHOLARSHIP.

VISIT: TRAVEL.STATE.GOV FOR ADDITIONAL FORMS AND INFORMATION

Frequently Asked Questions

Q: I already have a passport, but it is expired or about to expire soon, can I renew my passport during the passport fair?

A: Passport fairs are for New Passport Applicants only. You may have your new passport photo taken during the passport fair for \$20 (cash only).

Q: I had a passport as a child, can I use the [DS-82 Passport Renewal Application](#)?

A: No, passports for minors are only valid for 5-years. Minors must apply as a new applicant until they are 16 years or older using form DS-11 New Passport Application.

Q: I lost my passport; can I apply at the Passport Fair?

A: Yes, you must report your passport lost/stolen. Complete form DS-11 New Passport Application and the lost/stolen report. Bring the signed lost/stolen form or the online confirmation with you to the fair. [Report my passport lost or stolen](#).

Q: I am applying with my family, can one (1) Check or Money order be written for all of us?

A: No, a separate check or money order must be written for each DS-11 application.

Q: Can my parents or someone else write a check for my passport application fee?

A. Yes, the check must be written out for the correct amount Payable To: U.S. Department of State. (Do not abbreviate 'DEPARTMENT'). Applicant name and date of birth must be written at the top of the check or on the FOR/MEMO line.

Q: Will I receive my passport today?

A: No, your passport application will be processed according to the current U.S. Department of State processing times.

Q: How can I check the status of my passport application?

A: After two weeks from the date you applied, you can start checking the status of your passport application at: <https://passportstatus.state.gov/> .

Q: I applied for Routine Processing but now I have a trip coming up sooner, can I change my processing speed after I apply?

A: Yes, once your application shows that it has started processing, call the National Passport Information Center @ **1.877.487.2778**. You will be allowed to pay the Expedited Processing (\$60) and/or 1-2 Day Return Delivery Fees (\$19.53) over the phone using a debit or credit card.

Q: I recently received my driver's license and only have the temporary paper copy, is that acceptable?

A. Yes, the paper driver's license and at least one other [secondary ID](#) can be used.

Q: I only have my student ID Card; can I use that as ID with my passport application?

A. Yes, your student ID card can be used. You may be asked to provide additional proof of identity.