



PASSPORT Information



**CENTER FOR INTERNATIONAL
STUDIES AND PROGRAMS**
THE UNIVERSITY OF TOLEDO

Renewal Application (if age 16 and over when previous U.S. Passport was issued)

The Center for International Studies and Programs (CISP) is an approved Passport Acceptance Facility.

Forms are available online at www.travel.state.gov or in CISP in Snyder Memorial, Suite 1000.

Schedule your appointment by calling 419.530.5268.

Please bring the following with you to your appointment:

- **Completed Form DS-82 Application for US Passport Renewal.** To use this form your US Passport must be issued within 15 years, is undamaged and can be submitted with your application, and was issued in your current name or you can document a legal name change. If not, you must use **Form DS-11 Application for US Passport and provide original Birth Certificate or other documentation to certify US citizenship (Naturalization Certificate or Certificate of Citizenship).** Do not form as you are required to sign it in the presence of the Passport Acceptance Agent. Original document will be sent with your application as copies are not accepted. Original document will be returned with your US Passport Book. However, they may arrive separately.
- **Proof of US Citizenship.** Previous US Passport (original only).
- **Photo identification.** Front and back side copies of student, a government issue, current or expired driver's license, or workplace identification will be submitted with your application.
- **One (1) photo** 2 inches x 2 inches taken within the last 6 months and must have a plain white or light background with a clear view of the face. Photos can be taken in the Center for International Studies and Programs if you do not have one.

Payment method:

The University of Toledo will accept cash, personal check and money order made payable to *The University of Toledo*. Credit cards are not accepted. The Department of State will accept personal check, company check, cashier's check, traveler's check, treasury check, certified check, or money order made payable to *The Department of State*. Cash and credit cards are not accepted.

Standard fee(s)	Purpose	Payable to
\$25.00	Execution	The University of Toledo
\$110.00	US Passport	The Department of State
Optional fee(s)	Purpose	Payable to
\$30.00	US Passport Card	The Department of State
\$60.00	Expedite	The Department of State
\$12.85	Overnight delivery	The Department of State
\$5.00	Photo fee	The University of Toledo

Center for International Studies and Programs | 2801 W. Bancroft Street, Mail Stop 131 | Toledo, OH 43606

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