



# PASSPORT Information



CENTER FOR INTERNATIONAL STUDIES AND PROGRAMS  
THE UNIVERSITY OF TOLEDO

## First Time U.S. Passport Applicant Information (Under the Age 16)

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

Forms are available online at [www.travel.state.gov](http://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 11 Application for US Passport.** Do not sign this form as you are required to sign it in the presence of the Passport Acceptance Agent.
- **Original Birth Certificate or other documentation to certify US citizenship (Naturalization Certificate or Certificate of Citizenship).** Original document will be sent with your application as copies are not accepted. The original document will be returned with your US Passport Book. However, they may arrive separately.
- **Evidence of child’s relationship to parents.** This would be the original birth certificate with the names of parents (both), adoption decree, or court order of custody.
- **Photo identification of parents and child.** 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. If child is not enrolled in school they may not have an identification card and this is acceptable. Parents must have photo identification.
- **Parental Consent.** Both parents must be present or submit a notarized statement of consent (available at [www.travel.state.gov](http://www.travel.state.gov)).
- **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
\$80.00	US Passport	The Department of State
Optional fee(s)	Purpose	Payable to
\$15.00	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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