

Get Your Passport!

Tuesday, November 18 and Wednesday, November 19

10:00 AM—3:00 PM

Newcomb Ballroom

First-Time Passport Applicants Over Age 16:

You **Must** Submit:

- 1) New Application Form DS-11: available online or at the event (do not sign until application is submitted)
- 2) Proof of U.S. Citizenship: a certified birth certificate, a naturalization certificate or certificate of citizenship (**originals only, no copies**)
- 3) Proof of Identity: current driver's license, government ID, military ID, naturalization certificate
- 4) Photocopy of Identification Document: copy front and back of ID
- 5) Passport Photo: You can get your photo taken at the event for \$6 (**cash/check/credit card**).
- 6) Application Payment: Cash, credit card or check made to "Department of State"
 - Application Fee: \$135 (age 16 and older)
 - For Expedited Service (within 2 weeks): \$60 extra
 - For Overnight Delivery (after processing): \$12.85 extra

To obtain forms, or for questions about application materials or payment, please visit the State Department's website: <http://www.travel.state.gov>



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Renewal Applications if You Were Under 16 When Your Previous Passport Was Issued

You **Must** Submit:

- 1) New Application Form DS-11: available online or at the event (do not sign until application is submitted)
- 2) Proof of U.S. Citizenship: previous U.S. passport; if you are now under 18, a certified birth certificate (**originals only, no copies**)
- 3) Proof of Identity: current driver's license, government ID, military ID, naturalization certificate
- 4) Photocopy of Identification Document: copy front and back of ID
- 5) Passport Photo: You can get your photo taken at the event for \$6 (**cash/check/credit card**).
- 6) Application Payment: Cash, credit card or check made out to "Department of State"

Application Fee: \$135 (age 16 and older), \$105 (under age 16)

- For Expedited Service (within 2 weeks): \$60 extra
- For Overnight Delivery (after processing): \$12.85 extra

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Renewal Applications if You Were 16 or Older When Your Previous Passport Was Issued:

You **Must** Submit:

1) New Application Form DS-82: available online or at the event (do not sign until application is submitted)

***To use DS-82, your 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.

Otherwise, you must use form DS-11.

2) Proof of U.S. Citizenship: previous U.S. passport (**originals only, no copies**)

3) Proof of Identity: current driver's license, government ID, military ID, naturalization certificate

4) Photocopy of Identification Document: copy front and back of ID

5) Passport Photo: You can get your photo taken at the event for \$6 (**cash/check/credit card**)

6) Application Payment: Cash, credit card or check made to "Department of State"

- Application Fee: \$110 (age 16 and older)
- For Expedited Service (within 2 weeks): \$60 extra
- For Overnight Delivery (after processing): \$12.85 extra

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Lost/Stolen Passport

You **Must** Submit:

- 1) Form DS-64: to report passport lost/stolen
- 2) Application Form DS-11: do not sign until application is submitted
- 3) Proof of U.S. Citizenship: **previous passport, certified birth certificate, naturalization certificate or certificate of citizenship (original only, no copies)**
- 4) Proof of Identity: current driver's license, government ID, military ID, naturalization certificate
- 5) Photocopy of Identification Document: copy front and back of ID
- 6) Passport Photo: You can get your photo taken at the event for \$6 **(cash/check/credit card)**
- 7) Application Payment: Cash, credit card or check made out to "Department of State"
 - Application Fee: \$135 (age 16 and older)
 - For Expedited Service (within 2 weeks): \$60 extra
 - For Overnight Delivery (after processing): \$12.85 extra

To obtain forms, or for questions about application materials or payment, please visit the State Department's website: <http://www.travel.state.gov>



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First-Time Passport Applicants Under Age 16

You **Must** Submit:

- 1) New Application Form DS-11: available online or at the event (do not sign until application is submitted)
- 2) Proof of U.S. Citizenship: previous U.S. passport; if you are now under 18, a certified birth certificate (**originals only, no copies**)
- 3) Evidence of Child's Relationship to Parents: certified birth certificate with both parents' names, adoption decree, court order of custody
- 4) Parents' Identification Document: current passport, driver's license, government ID, military ID, naturalization certificate of parent(s) present
- 5) Photocopy of Identification Document: copy front and back of ID
- 6) Passport Photo: You can get your photo taken at the event for \$6 (**cash/check/credit card**)
- 7) Application Payment: Cash, credit card or check made "Department of State"
 - Application Fee: \$105 (age 16 and older)
 - For Expedited Service (within 2 weeks): \$60 extra
 - For Overnight Delivery (after processing): \$12.85 extra

To obtain forms, or for questions about application materials or payment, please visit the State Department's website: <http://www.travel.state.gov>



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Name Change on Passport

If your passport was issued **less than 1 year ago** and your name was legally changed due to marriage or court order, you must submit:

- 1) Your current, valid U.S. passport
- 2) Form DS-5504: available online (don't sign until submitting application)
- 3) Original or certified copy of your marriage certificate or government-issued document evidencing your legal name change
- 4) Passport Photo: You can get your photo taken at the event for \$6 (cash/check/credit card)
- 5) There are no fees required unless you require the Expedited Service (\$60).

If your passport was issued **more than 1 year ago** and your name was legally changed due to marriage or court order, you must submit:

- 1) Your current, valid U.S. passport
- 2) Form DS-82: available online or at event (don't sign until submitting application)
- 3) Original or certified copy of your marriage certificate or the government-issued document evidencing your legal name change
- 4) Passport Photo: You can get your photo taken at the event for \$6 (**cash/check/credit card**)
- 5) Application Payment: Cash, credit card or check made out to "Department of State"
Application Fee: \$110.

To obtain forms, or for questions about application materials or payment, please visit the State Department's website: <http://www.travel.state.gov>



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Passport Cards

The passport card facilitates entry and expedites document processing at U.S. land and sea ports-of-entry when arriving from Canada, Mexico, the Caribbean and Bermuda. The card may not be used to travel by air. Otherwise, it carries the rights and privileges of the U.S. passport book and is adjudicated to the exact same standards.

The U.S. State Department began production of the U.S. Passport Card on July 14, 2008 in response to the needs of border resident communities for a less expensive and more portable alternative to the traditional passport book. The card has the same period of validity as a passport book: 10 years for an adult, five for children 15 and younger.

Note: A previous passport book holder, eligible to use Form DS-82, may apply for a passport card as a Renewal. First time applicants for a U.S. Passport, and those not eligible to use the DS-82, should apply for a passport card using Form DS-11.

Fees:

- Adults (16+): First Time Applicant- \$55, Previous Passport Holder- \$30
- Minors (16 and under): All Minors- \$40

To obtain forms, or for questions about application materials or payment, please visit the State Department's website: <http://www.travel.state.gov>



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