**APPLYING FOR A U.S. PASSPORT AS AN ADULT (IN PERSON)**

Note: Children must appear in person if you are getting a passport for your child.)

Step 1: **Fill Out Form DS-11: Application for a U.S. Passport (Use Form DS-82 for renewals.) If you would like a paper copy (rather than the online copy) of the application, you may pick up one in Trinkle 205 – Office for International Education.**

 **DO NOT** sign the application until instructed to do so when you sit down with the Passport Agent.

**DO** provide your SSN (social security number).

 Step 2: **Submit Primary Evidence of U.S. Citizenship** - (one of the following):

Fully-valid, undamaged U.S. passport (may be expired)

**U.S.**[**birth certificate**](http://www.cdc.gov/nchs/w2w.htm) that meets the following requirements:

Issued by the city, county, or state of birth

Lists your full name, date of birth, and place of birth

Lists your parent(s)' full names

Has the date filed with registrar's office (must be within one year of birth)

Has the registrar's signature

Has the seal of the issuing authority

[Consular Report of Birth Abroad or Certification of Birth](https://travel.state.gov/content/passports/en/abroad/events-and-records/birth.html)

Certificate of Naturalization

Certificate of Citizenship

Step 3: **Present Identification**-(an **ORIGINAL** and a **photocopy** of one of the following):

Fully-valid, undamaged U.S. passport (may be expired)

Fully-valid U.S. driver's license

Certificate of Naturalization or Citizenship

Government employee ID (city, county, state or federal)

U.S. military ID or military dependent ID

Valid foreign passport

Matricula Consular (Mexican Consular Identification, commonly used by the parent of a U.S. citizen child applicant)

\*If you present an out-of-stateID, you must present an additional ID.

# NOTE TO STUDENTS: Along with a VSU ID card, students will have to present another form of identification.

**NOTE Regarding Photocopies**:

Photocopy the front and back of each ID document that you will present when you apply. Photocopy MUST be on plain white 8 ½ x 11” standard paper (copied on one side only). The paper should be free of other images and/or markings.

DO NOT adjust the size of images being copied.

For assistance, we will have a copier on site during Passport Day.

# Step 4: Pay the Applicable Fees (MONEY ORDER):

**Application & Execution Fee Payable to “US Dept. of State”**

**Adult Passport Book $145**

**Adult Passport Book (Renewal) $110**

 **Child Passport Book $115**

Step 5: **Provide One Recent Passport Photo**

A photographer will be on location to take passport photos at the cost of **$10** (payable in cash) per set. \*Eye glasses can NOT be present in your passport photo. Selfies and other “home-made photos” are not allowed.

You may schedule an appointment by contacting the Office for International Education, 804-524-8347 or Trinkle Hall 205. Request for appointments can be emailed to mljones@vsu.edu. For more information on passports go to: <http://travel.state.gov/passport>

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