

PASSPORT DAY INSTRUCTIONS

To apply in person for a U.S. Passport on Passport Day, you MUST bring the following items with you to UC International Programs on the 7th floor of Edwards One:

Application for Passport, Form DS-11

Please complete the official passport application online and bring a printed copy to your scheduled appointment. Applications will be provided on site, but it is easier for the handlers to read pre-printed applications.

http://www.travel.state.gov/passport/forms/forms_847.html

NOTE: Please do **NOT** sign the DS-11 application form until the Passport Acceptance Agent instructs you to do so.

Proof of U.S. Citizenship – requires any ONE of the following:

- Previous U.S. Passport (mutilated, altered, or damaged passports are not acceptable)
- Certified [birth certificate](#) issued by the city, county, or state
NOTE: A certified birth certificate has a registrar's raised, embossed, impressed or multicolored seal, registrar's signature, and the date the certificate was filed with the registrar's office, which must be within 1 year of your birth
- Naturalization Certificate
- Certificate of Citizenship

NOTE: The following are NOT proof of citizenship:

- Social Security cards
- Voter registration cards
- Army discharge papers
- Hospital certificate with your footprints

Proof of Identity – requires any ONE of the following:

- Previous U.S. Passport (mutilated, altered, or damaged passports are not acceptable)
- Naturalization Certificate
- Current, valid Driver's License
- Government ID (city, state, or federal)

NOTE: Your Social Security Card does NOT prove your identity.

Additional Photo ID

- Could be a UC ID card or any other photo ID

Applicable Fees – There are two standard fees:

- Passport Application fee: **\$110** made payable to the U.S. Department of State. This fee covers the routine, 6-8 week processing time. An expedited fee of an additional \$60 will get the passport to you in 2-3 weeks.
- Execution fee: **\$25** made payable to the Cincinnati Public Library

Acceptable methods of payment: 2 separate checks (preferred) or money orders (No credit cards, ATM cards or cash!)

www.uc.edu/international/programs