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 3rd 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](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](http://www.uc.edu/international/programs)