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](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)