Passport Day Instructions

To apply for a U.S. passport on Passport Day, you must bring the following items with you to UC International’s office 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 available on-site, but it is easier if you bring a pre-printed application.

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

☐ Two (2) Passport Photos
Passport photos can be taken and printed in many locations around Cincinnati. The Walgreens at 3 W. Corry St., across from the Kroger, is the closest location to main campus. It will cost approximately $15 to have passport photos taken.

Passport photos must adhere to the Department of State guidelines to be accepted. If your passport photos do not meet these requirements, you will be unable to submit your passport application on Passport Day.

☐ 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. A certifies 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 one (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:
- Current, valid driver's license
- Previous U.S. Passport (mutilated, altered, or damaged passports are not acceptable)
- Naturalization certificate
- Government ID (city, state, or federal)

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

□ Additional photo ID
- Could be a UC ID (Bearcat 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 $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: Two (2) separate checks (preferred), or money orders. No credit cards, debit cards, or cash.