

HOW TO APPLY FOR A PASSPORT

Please read/follow instructions carefully to avoid delay in the execution and issuance of your passport. For more information please visit www.travel.state.gov.

- 1) Complete application by **PRINTING** in **BLACK INK ONLY**. (do not sign it until you get to the acceptance facility) You may print an application at http://travel.state.gov/passport/get/first/first_830.html. Complete and submit form DS-11 *in person* at one of the following acceptance facilities. You should go online or call for an appointment, don't just show up.

Facility Name	Street Address	City	State	ZIP Code	Public Phone	Distance	
Clark County Clerk of	50 East Columbia St.	Springfield	OH	45502	937-328-2570	7	
Jamestown Post Office	37 N. Limestone St.	Jamestown	OH	45335	937-675-3111	8	online appt.
Springfield Post Office	150 N. Limestone St.	Springfield	OH	45501	1-800-275-8777	12	online appt.
Fairborn Post Office	67 West Hebble Ave.	Fairborn	OH	45324	937-878-4647	13	online appt.
Wright State University	3640 Colonel Glenn	Dayton	OH	45435	937-775-3593	16	

- 2) Get pictures taken by an AUTHORIZED photo/portrait studio. Two identical photos, 2" x 2" are required. Campus Safety on campus will do photos for \$8.00 or CVS Pharmacy in Xenia.
- 3) Submit a CERTIFIED birth certificate, previous passport, NATURALIZATION PAPERS, or Notice of Birth Registration, (providing the certificate has a file date, name of child, raised, embossed or multicolored seal, and the register's signature) with the passport application and the document will be returned with the passport.
- 4) Fees: There are **two separate** fees regarding passports.

Passport Book fee:

\$110..... Age 16 years and older, passport good for 10 years

*This fee must be paid by check or money order payable to:
U.S. DEPT. OF STATE*

NO CASH ACCEPTED FOR THIS FEE

Execution fee:

\$35..... Processing fee per application

*This fee can be paid by cash, check, or money order made payable to the place where
passport is processed (from list above)*

DO NOT COMBINE THE PASSPORT AND PROCESSING FEES

Routine Service can take 4-6 weeks or longer from the time the application is submitted to when the passport is received.

Total You Pay for [Routine Service](#): **\$145**

Expedite Service- 2-3 weeks, door-to-door, **\$60 additional fee** and be sure to bring 2 (per application) prepaid overnight envelopes with you when you execute the application.

Total You Pay for [Expedite Service](#): **\$205**

1-2 day delivery USPS Express Mail is an additional **\$16.48**

- 5) A person age 14 or older is required to sign his/her application in the presence of a passport agent. A parental consent is also required for any applicant age 17 and under. ID is required. **Children under age 14 require BOTH PARENT'S SIGNATURES.** Both parents or child's legal guardian must:

- 1) Present evidence of child's U.S. citizenship AND
- 2) Present evidence that they are the parents or guardian AND
- 3) Show valid personal identification AND
- 4) Sign and take oath before an authorized passport agent.

**These must be submitted to the Passport Agency with the Application. They will be returned with the passport.

If the second parent is not available to sign, the appearing parent must:

- 1) Do the above AND
- 2) Present evidence that he/she has:
 - * sole legal custody of the child OR
 - * written consent of the other parent for the issuance of the passport OR
 - * written statement explaining why non-applying parent's consent cannot be obtained.

**All will be submitted with application to Passport Agency. All Children, regardless of age, must appear when applying for passport.

- 6) Must present a VALID ID when applying for a passport, either a Driver's License, Military ID, or a State ID.

DO NOT DELAY IN GETTING YOUR PASSPORT. DELAY MAY JEOPARDIZE YOUR ABILITY TO GO ON THE TRIP! BRING PASSPORT TO THE GLOBAL OUTREACH OFFICE AFTER YOU RECEIVE IT. VISAS CANNOT BE SECURED WITHOUT A PASSPORT.