

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 call for an appointment and then go to one of the following:

Facility Name	Street Address	City	State	ZIP Code	Public Phone	Distance
Clark County Clerk of Courts	50 East Columbia Street	Springfield	OH	45502	(937) 328-2570	7.9
Jamestown Post Office	37 N. Limestone St.	Jamestown	OH	45335	(937) 675-3111	8.5
Enon Post Office	27 N. Xenia Rd.	Enon	OH	45323	(937) 864-2731	11.2
Springfield	150 N. Limestone Street	Springfield	OH	45501	(937) 323-6497	12.5
Fairborn Post Office	67 West Hebble Ave.	Fairborn	OH	45324	(937) 878-4647	13.3
Wright Patterson Br - Unit 3	5435 Hemlock St.	Dayton	OH	45433	(937) 257-4458	15.7
Beavercreek Post Office	3541 Dayton Xenia Rd.	Dayton	OH	45432-9998	(937) 320-5142	16.9

- 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 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) the documents provided, must accompany the passport application and will be returned with the passport.
- 4) Fees: There are **two separate** fees regarding passports.
- Passport fee:
 \$110..... Age 16 years and older, passport good for 10 years
 Expedite Service- 2-3 weeks, door-to-door, \$60 additional fee
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...
 Place where passport fee is processed (from list above)
DO NOT COMBINE THE PASSPORT AND PROCESSING FEES
- Total You Pay for Routine Service: \$135
 Total You Pay for Expedite Service: \$195
- 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.
- 7) Passport applications should be executed as soon as possible. The turn around time for a passport can be EXPEDITED for an additional \$60.00 fee. This service fee must be included with the passport fee. This service assures processing within 2-3 weeks (check www.travel.state.gov for current processing times). If expediting, be sure to bring 2 (per application) prepaid overnight envelopes with you when you execute the application.

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.