



## **Passport Requirements**

### **First-time Passports, all applicants will need:**

- ☐ Application for U.S. Passport Form DS-11, complete online or by hand in BLACK INK ONLY (do not sign the form).
  - ☐ 2 passport photos (free at Bearkat OneCard Office, active Bearkat OneCard required).
  - ☐ U.S. Citizenship documents
    - Born in the U.S.: Original birth certificate with seal (long or half page accepted, small card form not accepted), along with a copy of the front and back (free copies can be taken at the Office of International Programs).
    - Born outside the U.S.: Provide report if born abroad, Certificate of Naturalization, or Certificate of Citizenship along with a copy of the front and back (free copies can be taken at the Office of International Programs).
  - ☐ Payment for passport fees (see next page).
- Adults 16 years and older will need:
    - ☐ Valid photo ID: along with a copy of the front and back of the photo ID (free copies can be taken at the Office of International Programs).
  - Youth 16-17 years old will need:
    - ☐ Current photo ID: Along with a copy of front and back of the photo ID. School ID is accepted; otherwise, you must have a current state ID.
    - ☐ One parent must be present.
  - Minor under 16 will need:
    - ☐ Both parents should be present with child.
    - ☐ Both parents must present a current photo ID.
    - ☐ Both parents must provide copies of their IDs (front and back).
    - ☐ If both parents are not present, one must have a statement of consent – form DS-3053 notarized.
    - ☐ Non-English speaking parents must bring translator.

### **Passport Renewal Process, adult applicants will need:**

- ☐ Complete Passport Application Form DS-82 online or by hand in BLACK INK ONLY.
- ☐ 1 passport photo (free at Bearkat OneCard Office, active Bearkat OneCard required).
- ☐ Check or money order for passport fee payable to “U.S. Department of State (see next page).
- ☐ Old passport.
- ☐ Marriage License, Divorce Decree, Name Change (if applicable).



## Passport Fees

➤ Adult Passport Book:	\$130.00
➤ Adult expedited Passport book:	\$190.00
➤ Child expedited Passport book:	\$160.00
➤ Adult Passport card:	\$30.00
➤ Child Passport card:	\$15.00
➤ Adult Passport book and card	\$160.00
➤ Adult expedited Passport book and card:	\$220.00
➤ Execution/Acceptance fee:	\$35.00
➤ Passport pictures:	\$16.99 (free at Bearkat OneCard Office)
➤ Expedite mailing:	\$19.53

Please provide two separate payments for the application fee and execution fee.

- **Application fee:** Pay with Checks or Money Orders payable to “U.S. Department of State”.
- **Execution fee:** Pay with Debit, Credit, Checks, Money Orders payable to “Postmaster”.

<b>Adult applicants (16 years and older)</b>			
What are you applying for?	Use Form	Application Fee Paid to the U.S. Department of State	Execution Fee (Acceptance Fee) Paid to USPS
<b>First-time Adult Passport Book</b>	DS-11	\$130	\$35
<b>First-time Adult Passport Card</b> Not valid for international air travel. Valid only for travel by land and by sea to Canada, Mexico, Bermuda, and the Caribbean.	DS-11	\$30	\$35
<b>First-time Adult Passport Book &amp; Card</b>	DS-11	\$160	\$35
<b>Adult Passport Card</b> For applicants who currently have a passport book.	DS-82	\$30	Not required
<b>Renewing Adult Passport Book</b>	DS-82	\$130	Not required

<b>All Minor applicants (under 16)</b>			
What are you applying for?	Use Form	Application Fee Paid to the U.S. Department of State	Execution Fee (Acceptance Fee) Paid to USPS
<b>Minor Passport Book</b>	DS-11	\$100	\$35
<b>Minor Passport Card</b> Not valid for international air travel. Valid only for travel by land and by sea to Canada, Mexico, Bermuda, and the Caribbean.	DS-11	\$15	\$35
<b>Minor Passport Book &amp; Card</b>	DS-11	\$115	\$35