

# Apply for a U.S. Passport

# Renew your U.S. Passport



## Applying for a New Passport (*bring the following*)

1. Completed Form DS-11 if you are applying for your first U.S. passport or your previous passport was issued when you were under age 16. See other criteria in applying for a new passport on the U.S. Department of State website (<http://travel.state.gov/content/passports/english/passports/new.html>). *Provide your social security number on the application.* **DO NOT SIGN** the application until requested to do so by the Acceptance Agent.
2. Evidence of U.S. citizenship (e.g., certified birth certificate; previously issued, undamaged, and valid U.S. passport; Naturalization Certificate; Certificate of Citizenship; Consular Report of Birth Abroad or Certification of Birth).
3. Photo identification (e.g., valid driver's license, current government ID, current military ID). An additional ID is needed if you have an out-of-state ID (<http://travel.state.gov/content/passports/english/passports/new.html#step4>).
4. A photocopy of the identification (front and back) provided in Step 3 above (see the requirements on the website).
5. Recent color photo - see photo information below.
6. Payment - see payment information below.

## Applying to Renew a Passport (*bring the following*)

1. Completed Form DS-82. *Provide your social security number on the application.* **DO NOT SIGN** the application until requested to do so by the Acceptance Agent.
2. Your most recent U.S. passport book and/or U.S. passport card.
3. A certified copy of your marriage certificate or court order if your name has changed.
4. Recent color photo - see photo information below.
5. Payment - see payment information below

*Apply to renew only if your most recent U.S. Passport:* a) is undamaged and can be submitted with your application; b) was issued when you were age 16 or older; c) was issued within the last 15 years; and d) was issued in the exact same name as your previous passport or you can legally document your name change with an **original or a certified copy** of your marriage certificate or the government-issued document evidencing your legal name change under federal or state law. *If the answer is no to any of the above statements, you must apply for a new passport.*

**PHOTO** - provide a recent passport photo in color (size: 2 x 2 inches). **DO NOT ATTACH THE PHOTO** to your application. *Photo service will be available at the fair for \$15.* Additionally, the photo can be taken at some retail stores, but it must meet the U.S. Department of State requirements (see the website).

**PAYMENT** - NO CASH WILL BE ACCEPTED. **Two checks or money orders are needed - one payable to the Department of State and one payable to the U.S. Postal Service.**

### Department of State

Passport Book - \$110 (age 16 and older)  
Passport Book and Passport Card - \$140 (age 16 and older)  
Expedited Service - \$60, Express Mail Overnight Fee \$14.85

### U.S. Postal Service

Processing Fee - \$25  
Photo Fee - \$15 (*if taking a photo at the fair*)

**Passport forms and additional information about the documents needed and fees required can be found on the U.S. Department of State website:** <http://travel.state.gov/content/passports/english/passports.html>

Please contact Lisa Fields at (936) 261-2136 to register to apply for a passport at the fair or if you have questions. Walk-ins are welcome at the fair.

***Passport services are provided by the United States Postal Service – Delivery Services.***

**When:** ***Wednesday, October 1, 2014***

**Where:** **Prairie View A&M University  
2014 Study Abroad Fair  
MSC Ballroom**

*Passport applications accepted from  
10:00 a.m. - 3:00 p.m.*

*For special assistance with disabilities, dial extension 3585*