

U.S. PASSPORT APPLICATION & RENEWAL INFORMATION

Applying for a passport is an important step prior to international travel. The rules and procedures for obtaining a passport change often so it is a good idea to always check for detailed information on the U.S. Department of State's website.

Please visit http://travel.state.gov/passport/passport_1738.html for the latest information.

HOW TO APPLY – THE BASICS

To apply for a U.S. Passport you need the following documentation:

1. A **completed** application (form DS-11) available in the International Programs Office or at http://travel.state.gov/passport/passport_1738.html
2. Original Proof of citizenship. Acceptable original documents are: *
 - Birth Certificate (Issued by the State not by the Hospital). See below for details.
 - Naturalization Certificate
 - Passport
3. Valid government issued ID
4. Two passport photos

*Notice- Original or certified documents i.e., birth certificates, court orders, will have to be submitted along with the application to the United States Department of State. All documents will be returned by mail to the applicant. If you would like copies of documentation please make them before submitting your application to a passport acceptance facility.

BIRTH CERTIFICATE REQUIREMENTS FOR TEXAS

If you choose to submit a birth certificate as proof of citizenship:

- You should submit the long form of your birth certificate
- Texas short form birth certificates are acceptable only if the letter "I" is present after the "Date Filed"

You can obtain a certified birth certificate by contacting the Texas Department of Health Bureau of Vital Statistics at:

Texas Vital Statistics
Department of State Health Services
1100 W. 49th Street
Austin, TX 78756
(888) 963-7111

The full names of the applicant's parent(s) must be listed on **all** certified birth certificates to be considered as primary evidence of U.S. citizenship for all passport applicants, regardless of age. Certified birth certificates missing this information will not be acceptable as evidence of citizenship.

In addition to this requirement, certified copies of birth certificates must also include the following information to be considered acceptable primary evidence of U.S. citizenship:

- Full name of the applicant
- Date of birth
- Place of birth
- Raised, embossed, impressed or multicolored seal of issuing authority
- Registrar's signature
- The date the certificate was filed with the registrar's office (must be within one year)

Source: www.travel.state.gov/passport

Source: www.utexas.edu/international/passport

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PROCESSING TIME

Passport Applications generally take 4 to 6 weeks to process, so please schedule accordingly.
Expedite services are available, additional fees do apply.

PASSPORT APPLICATION FACILITIES

The below website will allow you to find the nearest location to apply for a passport. *Please note some acceptance facilities take applications only by appointment.*

www.iafdb.travel.state.gov

FEES

<u>What do you need?</u>	<u>Fees</u>	<u>Description of service</u>
Passport (ages 16 and older)	\$110 (application fee) \$25 (execution fee)	Application fee charged by the U.S. Department of State and execution fee charged by the passport acceptance facility.
<i>Optional Services</i>		
Expedited Service	\$60 (in addition to required fees above)	Expedited passports are processed within 2-3 fees from date of receipt of application.
<u>Overnight Delivery</u>	<u>\$12.72</u>	<u>After your passport application has been processed, your passport will be mailed to you via Overnight Delivery service.</u>
<u>File search</u>	<u>\$150</u>	<u>If you cannot present evidence of U.S. citizenship, you can submit a written request for File Search to verify a previous U.S. Passport or Consular Report of Birth Abroad along with your passport application.</u>

Application Fee and any Optional Services Fees:

- Personal checks, money orders and bank drafts at all locations, payable to "Department of State"
- Exact cash at some locations (verify with the Acceptance Facility)

\$25 Execution Fee Paid Separately:

- Money orders and bank drafts at all locations, payable as instructed by the Acceptance Facility
- Personal checks and exact cash at some locations (verify with the Acceptance Facility)
- Credit cards at U.S. Postal Facilities and some other locations (verify with the Acceptance Facility)

Source: www.travel.state.gov/passport

Source: www.utexas.edu/international/passport

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PASSPORT RENEWAL

Renew by mail if all of the following are true:

Your Most Recent U.S. Passport:

- Is **undamaged** and can be **submitted** with your application
- Was issued when you were **age 16 or older**
- Was issued within the last **15 years**
- Was issued in your **current name** or you can legally document your name change

If any of the above statements do not apply to you, you must [Apply in Person](#)

A Note on the U.S. Passport Card:

If you are a previous passport book holder and you are eligible to use Form DS-82, you may apply for a passport card as a renewal by mail - even if it is your *first* passport card!

How to Renew Your U.S. Passport by Mail:

To renew your U.S. Passport by mail, you must fill out a **Form DS-82, Application for a U.S. Passport by Mail**.

Form DS-82 http://travel.state.gov/passport/forms/ds82/ds82_843.html

Mail the completed Form DS-82 in a padded envelope to the address listed on the form, along with:

1. Your most recent U.S. Passport
2. One Passport Photo
3. Current Passport Fees
4. A marriage certificate or court order (only if your current name is different from what was recorded in your most recent U.S. Passport)

What do you need?	Fees	Description of service
Passport renewal	\$110	Renewal application fee charged by the U.S. Department of State.
<i>Optional Services</i>		
Expedited Service	\$60 (in addition to required fees above)	Expedited passports are processed within 2-3 fees from date of receipt of application. Clearly mark "EXPEDITE" on the outside of the envelope.
Overnight Delivery	\$12.72	After your passport application has been processed, your passport will be mailed to you via Overnight Delivery service. (Overnight Delivery service is also recommended for delivery to the Passport Agency).
<ul style="list-style-type: none"> • Checks (personal, certified, cashiers, travelers), payable to "Department of State" • Money orders (U.S. Postal, international, currency exchange), payable to "Department of State" • Overnight delivery service is recommended for delivery TO and FROM the Passport Agency. 		

Source: www.travel.state.gov/passport

Source: www.utexas.edu/international/passport