NEW U.S. PASSPORT CHECKLIST:

- Form DS-11: Application for a U.S. Passport
  - Application and instructions available online at www.state.gov or in the Learning Abroad office
  - Do not sign the application until requested to do so by a Passport Agent.

- Proof of U.S. Citizenship – Original format, copies and laminated certificates will not be accepted
  - Primary Evidence (one of the following):
    - Previously issued, undamaged U.S. Passport
    - Certified birth certificate issued by the city, county, or state
    - Consular Report of Birth Abroad or Certification of Birth
    - Naturalization Certificate
    - Certificate of Citizenship

- Proof of Identity - Original format, no copies will be accepted
  - Primary Evidence (one of the following):
    - Previously issued, undamaged U.S. passport
    - Naturalization Certificate
    - Valid Driver’s License
    - Current Government ID (city, state, or federal)
    - Current Military ID (military and dependents)

- One Passport Photo
  - Photo can be taken in the Learning Abroad office, free of charge to current UH students, staff and faculty. General public cost $10

- Passport Fees
  - Mandatory Fees (Adult – age 16 and above)
    - Passport Book: $110 (6 weeks processing)- Payable to the U.S. Department of State
    - Facility Execution Fee: $25 – Payable to the University of Houston
      - UH students will be billed the Execution Fee through Student Financial Services
  - Optional Fees
    - Expedited Service Fee: $60 (3 weeks processing)- Payable to the U.S. Department of State
    - Overnight Delivery Fee: $20.66 – (After processing, mailed overnight to applicant) - Payable to the U.S. Department of State

Reimbursement Checklist for current UH Students:
If you are a current UH student, you may be eligible to have the cost of your U.S. passport book ($110) reimbursed. When you submit your U.S. passport application, you will be required to complete a Vendor Setup form, a W-9 form, and a direct deposit form. To complete the forms, you will need:

- Social security number
- Bank routing number
- Bank account number