

UNIVERSITY of HOUSTON

OFFICE OF THE PROVOST Learning Abroad

NEW U.S. PASSPORT CHECKLIST:

Form DS-11: Application for a U.S. Passport

- Application can be obtained in the Learning Abroad office or online at <http://www.state.gov/documents/organization/212239.pdf>.
 - Do not sign the application until requested to do so by a passport agent.

Proof of U.S. Citizenship

- 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 U.S. Citizenship and Proof of Identity must be submitted in original format; copies will not be accepted.

Proof of Identity

- 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 for a **\$10 fee**.

Passport Fees

- Mandatory Fees
 - Passport Book Application Fees (Adult): **\$110**
 - Personal check, cashier's check, or money order **ONLY**
 - Made payable to the **U.S. Department of State**
 - Facility Execution Fee: **\$25**
 - Personal check, cashier's check, or money order **ONLY**
 - Made payable to the **University of Houston**
- Optional Fees
 - Expedited Service Fee: **\$60**
 - Personal check, cashier's check, or money order **ONLY**
 - Made payable to the **U.S. Department of State**
 - Overnight Delivery Fee: **\$20.66**
 - Personal check, cashier's check, or money order **ONLY**
 - Made payable to the **U.S. Department of State**