



COLUMBUS STATE
UNIVERSITY

CENTER FOR
GLOBAL ENGAGEMENT

HOW TO OBTAIN A U.S. PASSPORT

STEP 1

Gather all required documentation

Passport Application

Form DS-11 - completed but not signed for 1st Time Applicants or DS-82 if Renewing your Passport (Can be found online)

Proof of Citizenship-

Birth Certificate or Certificate of Citizenship (Bring Certified & Photocopy)

Proof of Identity -

Copy of Driver's License, Certificate of Naturalization, or Military ID (Bring Original & Photocopy)

One Passport Photo -

color, 2x2 in. (Can be purchased at a local pharmacy)

STEP 2

Approximate Your Cost

Add up the following options to estimate your cost:

For a new adult Passport Book: \$110 application fee and a \$35 execution fee

For Renewal Applicants: \$110

Passport Cards are *not valid* for international travel

STEP 3

Make an appointment and submit documents.

To make an online appointment refer to the web address listed below.



<https://tools.usps.com/rcas.htm>

Standard Processing can take 4 to 6 weeks, Plan in Advance!