Applying for a US Passport – Xavier Passport Day

Please bring the following items on the day of the appointment:

- **DS-11 Passport Application** Completed in Black Ink (DO NOT SIGN)
- **Proof of Citizenship (Original Documents Needed – No Photocopies)**
  - Certified Birth Certificate
    - Issued by City, County, or State of birth
    - Lists bearer’s full name, date of birth, and place of birth
    - Lists parent(s) full names
    - Has date filed with registrar’s office (must be within one year of birth)
    - Has registrar’s signature
    - Has embossed, impressed, or multicolored seal of registrar
  - Naturalization Certificate
  - Previous Undamaged US Passport
- **Proof of Identity (Original Plus Front and Back Photocopies)**
  - Valid Ohio, Northern Kentucky, or Southeast Indiana Driver’s License
  - Military ID
  - Students will valid driver’s licenses from outside of Ohio, NKY, or SE IN, need to bring their ALLCARD as well to the appointment.
- **Passport Photo** (can be taken in the Center for International Education, GSC 230 for $7.00)
- **Payments – Paid Separately**
  - Adult (16+) Passport Book: $110 (Personal Check or Money Order ONLY)
  - Passport Execution Fee: $25 (Personal Check, Money Order, or Cash)

The appointment process will take about fifteen minutes. Please arrive 10-15 minutes early, if passport photos need to be taken and for photocopies of documents to be made.

The US Department of State has the sole responsibility for examining applications & issuing passports.