



Fostering understanding of, and respect for, all peoples of the earth.

# Applying for a US Passport

If you are **applying for a new US passport**, use Form DS-11, *Application for a US Passport*, which is available at the CIE and online at [travel.state.gov/passport](https://travel.state.gov/passport). If you are **renewing your US passport by mail**, use Form DS-82 instead (refer to [travel.state.gov](https://travel.state.gov) for application form and instructions). The usual estimate of how long it takes is 4-6 weeks, so plan ahead. <https://travel.state.gov/content/passports/en/passports/applyinperson.html>

## Application checklist:

**Note: Must use black ink when filling out application. No white out.**

- Fill in items 1-22 of Form DS-11, *Application for a US Passport*. **Do not sign the application until instructed to do so by a passport agent.**
- Submit the following items with your application:
  - **Proof of US citizenship**, such as an original or certified birth certificate from the appropriate state authority. Photo copied notarized copies are not acceptable. If you were born in Kentucky, contact the Bureau of Vital Statistics in Frankfort at (502) 564-4212 (for other states, consult [www.vitalchek.com](http://www.vitalchek.com)). You can also provide an expired passport if applying for a renewal.
  - **Proof of identity**, such as an expired passport, driver's license, certificate of naturalization or citizenship, valid foreign passport, or a matrícula consular.
    - If out of state, provide 2 forms of ID such as Driver's License and Student ID.
    - If you cannot provide primary identification, then provide secondary identification, which is a combination of documents that prove your personal identity. (e.g., Social security card + Credit Card + Employee ID + Library card. These documents are unacceptable when used alone.)
    - If you have undergone or are going through a gender transition, please see additional requirements at <https://travel.state.gov/content/passports/en/passports/information/gender.html>
  - **Two official passport photos**, which can be taken at the Center for International Education during regular business hours (8-12 and 1-5) and student-charged.
  - **Two checks or money orders** (available at the College Post Office) or **debit card**:
    - **Application fee of \$110**, payable to US Department of State
    - **Processing fee of \$35**, payable to US Postal Service
- Apply in person at Berea's Main Post Office or any other passport accepting facility. **Make an appointment at <https://www.usps.com/international/passports.htm>**

Berea USPS location:  
222 Glades Road  
Berea, KY 40403  
859-986-3941



Francis and Louise Hutchins Center for International Education  
Education Abroad • 205 & 207 Woods-Penniman • CPO 2173 • (859) 985-3453  
[abroad@berea.edu](mailto:abroad@berea.edu) • [www.berea.edu/cie](http://www.berea.edu/cie)