



APPLYING FOR U.S. PASSPORTS

TULANE OFFICE OF
STUDY ABROAD
CGE.TULANE.EDU

Newcomb-Tulane College

Study Abroad

travel.state.gov/content/travel/en/passports/how-apply.html

PASSPORTS

WHAT AND WHY?

Passports allow you to travel internationally and also serve as markers of nationality and citizenship. In order to study abroad, you need a passport. US passports are processed and issued by the US Department of State. You must be a US citizen in order to obtain a US passport.

There are two types of passport documents- Passport Books and Passport Cards. Passport Cards are NOT accepted for international travel, so be sure to apply for a **Passport Book**. You have the option of applying for both a Passport Book and Card.

The processing time for a passport application can take four to six weeks, so it's best to plan ahead.

REQUIRED DOCUMENTS OVERVIEW

- DS-11 application form (unsigned)
- US Citizenship Evidence
- Photo Identification
- Passport photos

APPLICATION PROCESS

01

APPLICATION FORM

Complete the DS-11 form from the US Department of State.

02

PREPARE DOCUMENTS

You will need photocopies or physical copies of the documents listed above.

03

SUBMIT THE APPLICATION & FEE

Take the application and documents to a nearby acceptance facility.

travel.state.gov/content/travel/en/passports/how-apply/forms.html

DS-11

WHAT AND WHY?

The DS-11 is the Application For A U.S. Passport and is used for first-time adult applicants. There are different forms for renewing passports, so please ensure that you are completing the proper forms (additional forms for a variety of circumstances can be found on the website, linked at the top of the page). The document is six pages long; two pages need to be filled out with an estimated burden time of 85 minutes. Printed applications **MUST** be single-sided- **DO NOT** print on both sides of the page. Form-filler documents that can be electronically filled before printing can also be found at the website on the top of this page.

REQUIRED INFORMATION

- Full legal name
- Date and place of birth
- Sex
- Social Security Number
- Email and phone number
- Mailing address
- Parental information (full legal name, date and place of birth, sex, citizenship status)
- Spouse information (if applicable)
- Occupation
- Height, hair color, eye color
- Travel Plans
- Permanent address
- Emergency contact information

The image shows a sample of the DS-11 Application for a U.S. Passport form. The form is titled "APPLICATION FOR A U.S. PASSPORT" and includes a header with the text "Please Print Legibly Using Black Ink Only". The form is divided into several sections: 1. "APPLICANT INFORMATION" with fields for Name, Sex, Date of Birth, and Place of Birth. 2. "MAILING ADDRESS" with fields for Street, City, State, and Zip Code. 3. "PARENTAL INFORMATION" with fields for Parent Name, Date of Birth, and Place of Birth. 4. "SPOUSE INFORMATION" with fields for Spouse Name, Date of Birth, and Place of Birth. 5. "IDENTIFYING DOCUMENTS" with fields for Document Type, Issuance Date, and Expiration Date. 6. "APPLICANT'S SIGNATURE" with a line for the signature and a field for the date. 7. "AUTHORIZED AGENT'S SIGNATURE" with a line for the signature and a field for the date. The form also includes a "STOP! CONTINUE TO PAGE 2" instruction and a barcode at the bottom.

**** DO NOT SIGN THE FORM UNTIL YOU GET TO THE ACCEPTANCE FACILITY**

An authorized agent must witness the signing.

travel.state.gov/content/travel/en/passports/how-apply/citizenship-evidence.html

CITIZENSHIP EVIDENCE

WHAT AND WHY?

You must be a US citizen to obtain a US passport. The Department of State requires proof of citizenship in the form of primary or secondary documents. If you are unable to provide one primary document, then you must provide TWO secondary documents.

*This packet lists requirements for those born in the US. Those who are US citizens through other means have slightly different forms that are accepted- please refer to the website at the top of this page for more information.

Tips for submitting your citizenship evidence

- Submit a photocopy of the front (and back, if there is printed information) of the original document you're providing to us.
- Photocopies must be: legible, on white 8.5"x11" standard paper, black and white, and single sided.
- In some cases, you may be able to submit a certified copy of your citizenship evidence. A **certified copy** is any document that has the seal or stamp of the official issuing authority.
- If you don't want to submit a photocopy of your citizenship evidence, you may submit a second certified copy of your citizenship evidence, which we will keep. If you don't submit a photocopy or a second certified copy of your citizenship evidence, your passport processing could be delayed.

PRIMARY EVIDENCE


- Fully-valid, undamaged U.S. passport (can be expired)
- U.S. birth certificate that meets the following requirements:
 - Issued by the city, county, or state of birth
 - Lists applicant's full name, date of birth, and place of birth
 - Lists parent(s) full names
 - Has the signature of the city, county, or state registrar
 - Has the date filed with registrar's office (must be within one year of birth)
 - Has the seal of issuing authority

travel.state.gov/content/travel/en/passports/how-apply/citizenship-evidence.html

CITIZENSHIP EVIDENCE CONT.

SECONDARY EVIDENCE

- You must submit a delayed birth certificate OR a Letter of No Record, AND early public records:
- **Delayed birth certificate** (filed more than 1 year after birth), must include:
 - List the documentation used to create it (preferably early public records)
 - Signature of the birth attendant or an affidavit signed by the parent(s)
 - If your delayed U.S. birth certificate does not include these items, it should be submitted with early public records (see below).
- **Letter of No Record**
 - If a U.S. birth certificate is not on file for you in the state you were born, you will receive a Letter of No Record from the registrar instead of a birth certificate. It must meet the following requirements:
 - Issued by the state
 - Have applicant's name and date of birth
 - List the years for which a birth record was searched
 - Include a statement that no birth certificate was found on file
 - When submitting a Letter of No Record, you must also submit at least two early public documents or one early public document and one early private document with Form DS-10: Birth Affidavit.
- **Early public or private documents**
 - Early public or private documents are documents that were created and/or issued early in the applicant's life, preferably in the first five years. Public records should include the applicant's full name, date of birth, and place of birth. Examples include:
 - Baptism certificate
 - Hospital birth certificate (often shows baby's footprints)
 - U.S. Census record
 - Early school records
 - Family Bible record
 - Doctor's records of post-natal care
 - Form DS-10, Birth Affidavit (this form is for applicants whose birth in the United States was recorded more than one year late or who have a Letter of No Record.)



travel.state.gov/content/travel/en/passports/how-apply/identification.html


PHOTO IDENTIFICATION

WHAT AND WHY?

You must present a physical, government-issued photo identification document (ID) when submitting your application. Bring the physical ID as well as a photocopy (front and back). You must present one physical, primary ID which includes your photo (no digital IDs). If you cannot present one of the primary photo IDs, you need a combination of at least two secondary IDs.

PRIMARY ID

- Valid or expired, undamaged U.S. passport book or passport card
- In-state, fully valid driver's license or enhanced driver's license with photo
- Certificate of Naturalization
- Certificate of Citizenship
- Government employee ID (city, county, state, or federal)
- U.S. military or military dependent ID
- Current (valid) foreign passport
- Matricula Consular (Mexican Consular ID)
- U.S. Permanent Resident Card (Green Card)
- Trusted Traveler IDs (including valid Global Entry, FAST, SENTRI, and NEXUS cards)
- Enhanced Tribal Cards and Native American tribal photo IDs
- Other documents: In-state, fully valid learner's permit with photo, In-state, fully valid non-driver ID with photo, and temporary driver's license with photo. (Note: you may be asked to present an additional ID when presenting one of these 3 documents.)



travel.state.gov/content/travel/en/passports/how-apply/identification.html

PHOTO IDENTIFICATION CONT.

SECONDARY ID (TWO)

- Out-of-state driver's license or enhanced driver's license with photo
- Learner's or temporary driver's permit (without a photo)
- In-state, fully valid non-driver ID (without a photo)
- Out-of-state, non-driver ID
- Temporary driver's license (without a photo)
- Social Security card
- Voter registration card
- Employee work ID
- Student ID
- School yearbook with identifiable photograph
- Selective Service (draft) card
- Medicare or other health card
- Expired driver's license
- Form DS-71, for an Identifying Witness (only available at your local Acceptance Facility or a Passport Agency).

travel.state.gov/content/travel/en/passports/how-apply/photos.html

PASSPORT PHOTOS

WHAT AND WHY?

The photographs you provide will be used and printed on your passport. Your photos must meet the requirements listed below and on the website linked above. The FedEx in the LBC provides passport photo services for a fee (\$14.95), as do some acceptance facilities (\$15 USPS).

BASICS & REQUIREMENTS

- Size
 - 2 x 2 inches (51 x 51 mm)
 - Head must be between 1 -1 3/8 inches (25 - 35 mm) from the bottom of the chin to the top of the head
- Submit a color photo, taken in last 6 months
- Use a clear image of your face.
- Do not use filters commonly used on social media.
- Have someone else take your photo. No selfies.
- Take off your eyeglasses for your photo.
- Use a plain white or off-white background.
- High resolution and undamaged on matte or glossy photo quality paper

TAKING PASSPORT PHOTOS

- Have a neutral facial expression or a natural smile, with both eyes open.
- Face the camera directly with full face in view.
- You cannot wear glasses.
 - If you cannot remove your glasses for medical reasons, please include a signed note from your doctor with application.
- Taken in clothing normally worn on a daily basis.
- You cannot wear a uniform, clothing that looks like a uniform, or camouflage attire.
- You cannot wear a hat or head covering.
 - If you wear a hat or head covering for religious purposes, submit a signed statement that verifies that the hat or head covering in your photo is part of traditional religious attire worn continuously in public.
 - If you wear a hat or head covering for medical purposes, submit a signed doctor's statement verifying the hat or head covering in your photo is used daily for medical purposes.
- Your full face must be visible and your hat or head covering cannot obscure your hairline or cast shadows on your face.

travel.state.gov/content/travel/en/passports/how-apply/fees.html

PASSPORT FEES

WHAT AND WHY?

There are two fees for passport applications: an **Application Fee**, paid to the US Department of State, and an **Execution Fee**, paid to the facility at which you are applying. Because they are paid to separate places, the methods of payment must also be separate.



UNITED STATES PASSPORT FEES

Payment Instructions: *The application fee is paid directly to the Department of State. **The Execution/Acceptance fee is paid directly to the acceptance facility. Two separate payments are required. (Effective 1/28/2019)

ADULT APPLICANTS (16 Years and Older) Please see Apply in Person .			
What are you applying for?	Use Form	Application Fee <small>*Paid to the U.S. Department of State</small>	Execution Fee (Acceptance Fee) <small>**Paid to the Acceptance Facility</small>
First-time Adult Passport Book	DS-11	\$110	\$35
First-time Adult Passport Card <small>Not valid for international air travel. Valid only for travel by land and by sea to Canada, Mexico, Bermuda, and the Caribbean.</small>	DS-11	\$30	\$35
First-time Adult Passport Book & Card	DS-11	\$140	\$35
Adult Passport Card <small>For applicants who currently have a valid passport book.</small>	DS-82	\$30	No Charge

PAYMENT METHODS (PASSPORT ACCEPTANCE FACILITIES)

Application Fee and any Additional Services Fees:

- Checks (personal, certified, cashier's, traveler's) and money orders payable to "U.S. Department of State"
- Credit and debit cards CANNOT be accepted

\$35 Execution (Acceptance) Fee Paid Separately:

- Money orders at all locations, payable as instructed by the facility
- Personal checks and cash (exact change only) at some locations
- Credit cards at U.S. postal facilities and some other locations. Note: the facility may add a surcharge to cover the cost of a credit card transaction.

*Please verify acceptable payment methods with the acceptance facility ahead of time.

travel.state.gov/content/travel/en/passports/how-apply/where-to-apply.html

ACCEPTANCE FACILITIES

WHAT AND WHY?

For first-time applicants, you will need to apply in-person by taking all completed and required forms and documents (as well as the application & processing fee) to a passport acceptance facility.

NEARBY LOCATIONS

Carrolton Station Post Office

3400 S Carrolton Ave
New Orleans, LA 70118
Phone: 504-485-0758

Distance from campus: ~2 miles
Handicap access
Photo on-site*

Hours:
Mon - Fri 8am - 1pm
Sat 9am - 12pm

New Orleans Main Post Office

701 Loyola Ave
New Orleans, LA 70113
Phone: 504-589-1325

Distance from campus: ~3.1 miles
Handicap access
Photo on-site*

Hours:
Mon - Fri 8am - 2:30pm
Sat 8am - 2pm

Roy Rondeno Post Office

2000 Louisiana Ave
New Orleans, LA 70115
Phone: 504-891-0350

Distance from campus: ~1.8 miles
No handicap access
Photo on-site*

Hours:
Mon - Fri 9am - 3pm
Sat 9am - 12pm

*fees for photos may apply.

travel.state.gov/content/travel/en/passports/need-passport/change-of-sex-marker.html

CHANGE OF SEX MARKER

WHAT AND WHY?

There are extra steps for completing the passport application process for those who have undergone or are in the process of change of sex. This addresses changes in identification information and discrepancies with citizenship evidence and photo identification documents.

Passports are valid for different lengths of time depending on whether you have completed your transition or are still in the process of transition.

Status of Transition	Validity of Passport
You have had appropriate clinical treatment for transition from male to female or female to male*	10 years (Adult) 5 years (Child under 16)
You are in the process of getting appropriate clinical treatment for transition from male to female or female to male	2 years

*Your physician determines appropriate clinical treatment.

REQUIREMENTS

In addition to the regularly-required documents (for DS-11), submit the following:

- ID that resembles your current appearance
- Passport photo that resembles your current appearance
- A **medical certification** that indicates you have had appropriate clinical treatment for transition to male or female, or are in the process of transition to male or female
 - A signed, original statement from a licensed physician must be on office letterhead and include:
 - Physician's full name, address, and telephone number
 - Medical license or certificate number Issuing state or other jurisdiction of medical license/certificate
 - Language stating that:
 - He or she has treated you, or has reviewed and evaluated your medical history
 - You have had appropriate clinical treatment for transition to male or female, or are in the process of transition to male or female
 - The statement must include, "I declare under penalty of perjury under the laws of the United States that the foregoing is true and correct."
- Proof of legal name change (if applicable)

QUESTIONS?

U.S. DEPARTMENT OF STATE

FAQ website: travel.state.gov/content/travel/en/passports/passport-help/faqs.html

Contact: travel.state.gov/content/travel/en/contact-us/passports.html

Contact U.S. Passports

The National Passport Information Center is available to answer your passport questions.

Please note: If you're outside the United States, please contact the nearest [U.S. Embassy or Consulate](#).

Passport Questions?

- Phone: [1-877-487-2778](tel:1-877-487-2778) / [1-888-874-7793](tel:1-888-874-7793) (TDD/TTY)
 - Customer service representatives are available:

Monday- Friday	8:00 a.m. to 10:00 p.m. Eastern Time
Saturday	10:00 a.m. to 3:00 p.m. Eastern Time

*Except on Federal Holidays
 - Automated passport information is available 24 hours a day, 7 days a week.
 - Se habla español.
- Email: NPIC@state.gov
 - Most email inquiries are answered within 24 hours.
 - Please call for the status of your passport. We cannot email that information.
 - *Do not email for travel emergencies. Contact us by phone only.*

TULANE OFFICE OF STUDY ABROAD

Appointments

<https://studyabroad.tulane.edu/appointment>

Siena Farrar, Study Abroad Advisor

siena@tulane.edu

OSA General Email

osa@tulane.edu



APPLYING FOR U.S. PASSPORTS

TULANE OFFICE OF
STUDY ABROAD
EQUITY THURSDAY
12:30-1:30

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