FIRST-TIME APPLICANTS (AGE 16 AND OVER)
• Applicants for U.S. passports must be U.S. citizens or U.S. nationals.
• All applicants MUST appear in person.
• Applicants aged 16 and over must personally sign their passport application.

MINOR CHILDREN UNDER AGE 16
• Children under age 16 must apply in person.
• BOTH parents must appear in person for minors under age 16. If one parent is unable to appear, additional documentation must be presented.

WHAT TO BRING:
PASSPORT APPLICATION FORM DS-11
• Complete the form before coming to the UI Passport Office, but do not sign the form until you meet with an agent.
• Form DS-11 can be completed online (travel.state.gov) or filled out by hand (print legibly and use black ink).

EVIDENCE OF U.S. CITIZENSHIP OR U.S. NATIONALITY
• A certified birth certificate from the country or state in which you were born. Secondary evidence is required for non-U.S. birth certificates.
• A Certificate of Naturalization.
• A Certificate of Citizenship.
• A previously issued, fully valid U.S. Passport Book or U.S. Passport Card.

PHOTO IDENTIFICATION
• Present a physical, government-issued photo identification document (ID) if you are age 18 or older or the parent/guardian identifying an applicant under age 18.
• If you cannot present one of the primary photo IDs, please present a combination of at least two secondary IDs. See https://travel.state.gov/content/travel/en/passports/need-passport/apply-in-person.html for details.

PASSPORT PHOTO
• Most pharmacies provide passport photo services. We suggest that you have a business that offers photo services take your photo.
• Photo must meet all U.S. Department of State requirements.

PASSPORT FEES
Bring a check or money order made out to:
• “U.S. Department of State” for your passport application fee.
• “University of Iowa Passport Office” for your passport execution fee.

APPOINTMENT SCHEDULING
The University of Iowa Passport Office is an official U.S. passport application acceptance facility, approved by the U.S. Department of State, open both to the public and the campus community.

HOURS OF SERVICE*
Monday - Friday, 9:00 a.m. - 3:00 p.m.

*Please note that the UI Passport Office is closed on university holidays.

APPOINTMENTS ARE REQUIRED
To make an appointment call (319) 353-2700.

For information about reaching our office (public transportation, parking, biking), see: passport.uiowa.edu.
# Passport Fees

You will pay two separate fees: a passport application fee and an execution fee.

Bring a check OR money order made out to the "U.S. Department of State" for your passport application fee.

Bring a check OR money order made out to "University of Iowa Passport Office" for the execution fee.

## U.S. Department of State Fees

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
<th>Quantity</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult Passport</td>
<td>$100.00</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Adult CARD</td>
<td>$30.00</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Child Passport</td>
<td>$80.00</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Child CARD</td>
<td>$15.00</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Expedite Fee*</td>
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<td></td>
</tr>
<tr>
<td>Express Mail**</td>
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</tr>
</tbody>
</table>

**Payment #1 TOTAL**

* Expedite fee and Express Mail fee are options you may pay for quicker processing.
** Express Mail is NOT available for the Passport Card.

## University of Iowa Passport Office Fees

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
<th>Quantity</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acceptance</td>
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<td></td>
</tr>
<tr>
<td>Express Mail*</td>
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<td></td>
</tr>
</tbody>
</table>

**Payment #2 TOTAL**

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**Subject to change, see https://travel.state.gov/content/travel/en/passports/how-apply/fees.html for current rates.**

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Additional questions regarding U.S. Passports?
Visit [travel.state.gov](http://travel.state.gov) or call the National Passport Information Office at (877) 487-2778.