

APPLICATION PROCESS

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 (including a photocopy of the front and back)

- 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 (including a photocopy of the front and back)

- 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 travel.state.gov for details.

PASSPORT PHOTO

- Most pharmacies provide passport photo services.
- 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**.

PASSPORT RENEWALS

The UI Passport Office processes new U.S. passport applications and renewal applications for minors. The UI Passport Office does not typically process adult renewals. Almost all adult renewals must be done by mail. See travel.state.gov for details.

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.

IOWA

International Programs

University of Iowa U.S. Passport Office

1111 University Capitol Centre
201 S Clinton St, Iowa City, IA 52242

passport.uiowa.edu

PROV-IP-Passport@uiowa.edu

(319) 353-2700

PASSPORT

U.S.
PASSPORT
OFFICE

AT THE UNIVERSITY OF IOWA

Monday - Friday from 9:00 a.m. - 3:00 p.m.

APPOINTMENTS ARE REQUIRED; to make an appointment call **(319) 353-2700**

IOWA™

PASSPORT FEES

Passport Type	APPLICATION FEE <i>paid to the U.S. Department of State</i>	EXECUTION FEE <i>paid to the University of Iowa Passport Office</i>
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Adult Applicants (16 years and older)

First-time adult passport book	\$130	\$35
First-time adult passport card	\$30	\$35
First-time adult passport book and card	\$160	\$35

Minor Applicants (under 16)

Minor passport book	\$100	\$35
Minor passport card	\$15	\$35
Minor passport book and card	\$115	\$35

Expedited Processing

Expedited Service	\$60; paid per application, in addition to required fees. Provides faster processing than routine service.	\$0
1-2 delivery	\$19.53; paid per application, in addition to required fees, for 1-2 day delivery of an issued passport book from the Department of State to the customer. Only applies to mailing addresses within the U.S. Not valid for passport cards.	\$0

CALCULATE YOUR 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.



Passport **BOOKS** are for air, land, and sea travel everywhere!



Passport **CARDS** are for land and sea travel to Mexico, Canada & the Caribbean **ONLY!**

U.S. Department of State Fees

	SERVICE	FEE	QUANTITY	TOTALS
Fee paid to the U.S. Department of State by check or money order.	Adult Passport	\$130.00	x	=
	Adult CARD	\$30.00	x	=
	Child Passport	\$100.00	x	=
	Child CARD	\$15.00	x	=
	Expedite Fee*	\$60.00	x	=
	Express Mail*+	\$19.53	x	=
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

	SERVICE	FEE	QUANTITY	TOTALS
Fee paid to the University of Iowa Passport Office by check or money order.	Acceptance	\$35.00	x	=
	Express Mail*	\$30.00	x	=
Payment #2 TOTAL				

Subject to change, see travel.state.gov for current rates.

Additional questions regarding U.S. Passports?

Visit travel.state.gov or contact the National Passport Information Center at (877) 487-2778 or NPIC@State.gov.