

**NOTICE: MSU Libraries processes
NEW Passport Applications only.**

WHAT YOU NEED FOR NEW APPLICATIONS

A DS-11 APPLICATION

- Do not sign the application until the passport agent instructs you to do so.
- This form can be completed online, printed from travel.state.gov, or we have forms available to fill out in person.
- If filling out by hand, print legibly and use only black ink.

For children under 16 years of age, BOTH parents must be present. (An original birth certificate and, if renewing, an expired passport is required for all minors.) **OR**, a notarized statement of consent/special circumstances must be given (form **DS-3053**) and a copy of the absent parent's ID (front & back) must be included.

PROOF OF CITIZENSHIP (one of the following)

- Original birth certificate or a certified copy
- Previous U.S. Passport
- Naturalization Certificate
- Certificate of Citizenship
- Consular Report of Birth Abroad

PROOF OF IDENTITY (one of the following)

- Valid Michigan driver's license or State of Michigan ID. (Non-Michigan residents, must bring a valid driver's license and a Department of State's approved secondary identification.)

PASSPORT PHOTO

A 2x2 inch photograph taken in the last 6 months is required. The picture should be of the full face with a plain white or off-white background.

MSU Libraries offer a Passport photo service for an additional \$10 fee (plus tax).

PAYMENT (See Passport Fees tables for details)

Two **separate** payments are required for a passport.

- **Application fee:** payable to the Department of State with check or money order.
- **Acceptance fee:** payable to MSU Libraries with cash, check, money order, credit or debit card.

PASSPORT RENEWALS

Most **renewals** can be done by mail. Please visit the U.S. Department of State — Passports by Mail page to see if you qualify to use the service (<https://travel.state.gov/content/passports/en/passports/renew.html>).

Renew by mail using Form DS-82 if your most recent passport:

- Is submitted with your application
- Is undamaged (other than normal "wear and tear")
- Was issued when you were age 16 or older
- Was issued within the last 15 years
- Was issued in your current name (or you can document your name change with an original or certified copy of your marriage certificate, divorce decree, or court order)

If any of the above statements do not apply to you, you must apply in person using form DS-11.

HOURS OF SERVICE*

**Hours may vary during summer,
University breaks and holidays.*

WALK-INS

- **Monday–Friday, 8:00 a.m.–12:00 p.m.**

No appointment necessary. Service is provided on a first-come, first-served basis.

BY APPOINTMENT *via email at:*

passport@lib.msu.edu

- **Monday–Friday, 12:00–6:00 p.m.**
- **Sunday, 2:00–6:00 p.m.**

Email **passport@lib.msu.edu** to schedule your appointment. Tell us how many people you will be scheduling for at one time and allow yourself extra time for processing if you have young children. We will email back within one business day (Monday-Friday) to schedule an appointment.

For parking information, see:

www.lib.msu.edu/libraries/address-visiting/

3/26/2018 JT



Libraries
MICHIGAN STATE UNIVERSITY

PASSPORT SERVICES

MSU Libraries Hollander MakeCentral
Main Library, 366 West Circle Drive, 2-West
East Lansing, MI 48824

lib.msu.edu/passport
passport@lib.msu.edu • 517.884.0843

Libraries
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**See back for important
information about hours and
scheduling appointments.*

PASSPORT FEES

ADULT APPLICATION FEES

Passport Type	APPLICATION FEE <i>Payable to Dept. of State</i>	ACCEPTANCE FEE <i>Payable to MSU Libraries</i>
ROUTINE SERVICE 6-8 Weeks		
Passport Book	\$110	\$35
Passport Card	\$30	\$35
Passport Book and Card	\$140	\$35

EXPEDITED SERVICE 3 Weeks (add \$60 for each Application)		
Passport Book	\$170 (\$110 + \$60)	\$35
Passport Card	\$90 (\$30 + \$60)	\$35
Passport Book and Card	\$200 (\$140 + \$60)	\$35

MINOR APPLICATION FEES (Under Age 16)

Passport Type	APPLICATION FEE <i>Payable to Dept. of State</i>	ACCEPTANCE FEE <i>Payable to MSU Libraries</i>
ROUTINE SERVICE 6-8 Weeks		
Passport Book	\$80	\$35
Passport Card	\$15	\$35
Passport Book and Card	\$95	\$35

EXPEDITED SERVICE 3 Weeks (add \$60 for each Application)		
Passport Book	\$140 (\$80 + \$60)	\$35
Passport Card	\$75 (\$15 + \$60)	\$35
Passport Book and Card	\$155 (\$95 + \$60)	\$35

CALCULATE YOUR PASSPORT FEES

There are two *separate* fees that must be paid for a U.S. Passport.

You must have **one check OR one money order** for the Passport Book or Passport Card, payable to the Department of State.

You must pay the MSU Libraries *separately* for the Acceptance fee, and for any photos or copies made.



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	\$110.00	x		=	
	Adult CARD	\$30.00	x		=	
	Child Passport	\$80.00	x		=	
	Child CARD	\$15.00	x		=	
	Expedite Fee*	\$60.00	x		=	
	Express Mail**	\$15.89	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.

MSU Library Fees

	SERVICE	FEE		QUANTITY		TOTALS
Fee paid separately to the MSU Libraries by cash, check, money order, credit or debit card.	Acceptance	\$35.00	x		=	
	Photo	\$10.00	x		=	
	Express Mail*	\$30.00	x		=	
	Payment #2 TOTAL					=

Further questions regarding U.S. Passports?

Visit travel.state.gov or call the National Passport Information Office at **877-487-2778**.