



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

Applying for a US Passport

First passport? If you are applying for a **new US passport for the first time**, you will apply in person and use Form DS-11, <http://travel.state.gov/passport>.

Renewing your passport? If you are renewing your US passport by mail, use Form DS-82 instead. **Note: If you were under 16 at the time of issue of your last passport, you cannot renew by mail – you must apply in person – and you must use Form DS-11 (not Form DS-82).**

Timeline:

- **We strongly recommend choosing expedited processing (an additional \$60).** However, please be aware that this particular cost cannot be covered by Financial Aid.
- As of October 2021, processing times are quoted at 8-11 weeks (routine) and 5-7 weeks (expedited).

Application checklist:

- Fill in items 1-22 of Form DS-11, *Application for a US Passport* online and then print it. Note: If you fill this out in pen, you must use black ink. No white out. **Do not sign the application until instructed to do so by a passport agent.**
- Submit the following items with your application:
 - **Proof of U.S. citizenship**, such as an original or certified birth certificate with a raised seal from the appropriate state authority. Photocopied 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). 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. **Bring a photocopy of your ID with you as well.**
 - 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).
 - 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 CIE (8-12 and 1-5) and student-charged for a cost of \$10.
 - **Two checks or money orders** (available at the College Post Office):
 - **Application fee of \$190**, payable to US Department of State (with expedited processing; without expedited it is \$130)
 - **Processing fee of \$35**, payable to US Postal Service
 - NOTE: Students may get an emergency loan for their passport fees – please contact Kathryn King at kingk2@berea.edu to learn more.
- Apply in person at Berea's Main Post Office (NOT the CPO) or any other passport accepting facility. **Make an appointment at <https://www.usps.com/international/passports.htm>**

Berea USPS location: 222 Glades Road 859-986-3941

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