



University of Wisconsin-Stevens Point

Academic Affairs
International Programs

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HOW TO APPLY IN PERSON FOR A PASSPORT

You'll need to apply in person if you are applying for a U.S. passport for the **first time**, if your expired U.S. passport is **not in your possession**; if your **previous U.S. passport has expired and was issued more than 15 years ago**; if your previous U.S. passport was issued when you **were under age 16**; or if your currently valid U.S. passport has been **lost or stolen**. Acceptance facilities include federal, state and probate courts, post offices, some public libraries and a number of county and municipal offices. Visit <http://travel.state.gov/passport> for current passport information and to **DOWNLOAD AN APPLICATION**.

The **Stevens Point Post Office at 1320 Main Street, Stevens Point, WI (715) 344-8433**, provides a complete passport application service including a passport photo session **by appointment only (Monday through Saturday)**. The **Portage County Clerk of Courts office, second floor of the City-County Building, 1516 Church Street, Stevens Point WI (715) 346-1364**, will accept completed passport applications.

STEP 1. PROVIDE APPLICATION FOR PASSPORT, FORM DS-11

NOTE: DO NOT SIGN the passport application until the Passport Acceptance Agent instructs you to do so.
VERY IMPORTANT - STUDENTS: USE YOUR PERMANENT/PARENTS' ADDRESS ON YOUR APPLICATION.

STEP 2. PRESENT PROOF OF U.S. CITIZENSHIP

All documentation submitted as evidence of U.S. Citizenship will be returned with the issued passport. You may prove U.S. Citizenship with any one of the following:
PREVIOUS U.S. PASSPORT (damaged passports are not acceptable as evidence of U.S. citizenship); **OR**
CERTIFIED BIRTH CERTIFICATE issued by the city, county or state. **NOTE:** A certified birth certificate has a registrar's raised, embossed, impressed or multicolored seal, registrar's signature, and the date the certificate was filed with the registrar's office, which must be within 1 year of your birth. **Obtain your birth certificate at the Register of Deeds office in the county in which you were born.**

STEP 3. PRESENT PROOF OF IDENTITY

You may prove your identity with any one of these, if you are recognizable:

CURRENT, VALID DRIVER'S LICENSE OR GOVERNMENT ID (city, state or federal) or **Military ID**; **OR**
PREVIOUS U.S. PASSPORT (mutilated, altered, or damaged passports are not acceptable); **OR**
NATURALIZATION CERTIFICATE **NOTE: Your Social Security Card does NOT prove your identity.**

FOR MINORS UNDER THE AGE OF 14: Child **MUST** appear in person. Both parents/legal guardians must present evidence of identity. **FOR MINORS AGE 14 to 17:** Child **MUST** appear in person. If child does not have identification, parent must present identification and co-sign the application.

STEP 4. PROVIDE TWO PASSPORT PHOTOS

- **2x2 inches in size, identical and in color** (taken within the past 6 months, showing current appearance)
- **Full face, front view with a plain white or off-white background**
- **Taken in normal street attire** (Uniforms should not be worn in photographs except religious attire. If typically worn, glasses, wigs should be worn in photo. Do **not** wear headgear that obscures the hairline.)
- **PASSPORT PHOTOS TAKEN IN 119 DELZELL HALL, UWSP – Call 346-3985 or email dmoore@uwsp.edu. The charge for photos will be billed directly to International Programs.** Students unable to have photos taken at UWSP must make arrangements on their own (Walgreens, Sears).
- **TWO PASSPORT PHOTOS required with your passport application. ADDITIONAL PASSPORT PHOTOS ARE REQUIRED FOR EACH PROGRAM:** Australia (3), New Zealand (3), Britain/Britain Interns (1), France (11), Marburg (3), Spain (6), Mexico (1), Hungary (5), Ireland (7), Poland (6), CNR Environmental Seminar (1), Short term spring break in Europe or summer program in Europe (1), China short-term summer program (2).

STEP 5. PREPARE SEPARATE PAYMENT FOR THE PASSPORT APPLICATION FEE AND EXECUTION FEE

Age 16 and older: The passport application fee is **\$75**. The execution fee is **\$25**. The total is **\$100**.*

Under Age 16: The passport application fee is **\$60**. The execution fee is **\$25**. The total is **\$85**.

*The passport application fee includes the \$12.00 Security Surcharge, which became effective March 8, 2005.

Pay the passport application fee (\$75.00) to the "U.S. Department of State" payable by money order (available at your bank). Pay a separate execution fee (\$25.00) to the Acceptance facility where you apply. Check with the Acceptance facility for type of payment accepted.

HOW LONG WILL IT TAKE TO PROCESS A PASSPORT APPLICATION?

Currently, it is taking approximately 2 months to process a passport application. Processing times can vary depending on workload and occasional unforeseen circumstances such as natural disasters. **During peak travel times, such as the summer travel season, customers are encouraged to expedite their applications.**

To check on the status of your application, visit <http://travel.state.gov/passport>. It can take up to 7 days to track your passport application on-line. **To check the status of your application on-line you will need:**

- Your last name, including suffixes without punctuations except the hyphen, (e.g. : Jones III, Jackson-Smith);
- Your date of birth in the following format: MM/DD/YYYY;
- Your last four digits of your Social Security Number.

EXPEDITING YOUR PASSPORT- IF TRAVELING IN LESS THAN 2 MONTHS OR DURING PEAK TRAVEL TIMES

- **Cost, in addition to regular application fees, is \$60 per application plus overnight delivery costs.**
- **Two-way overnight delivery is strongly suggested.**
- If you mail in - clearly mark **EXPEDITED** on the envelope.
- Anyone may request expedited service for any type of application (e.g., first-time applications, renewals, amendments of existing passports, etc.)
- Passport applications sent together or at the same time do not necessarily remain together.
- Passports will be mailed separately. **Allow 3 weeks delivery time.**
- **Check the <http://travel.state.gov/passport> website for current information regarding processing times.**

If you need a passport in less than 2 weeks, contact the National Passport Information Center (1-877-487-2778).

SHOULD YOU APPLY FOR A PASSPORT RENEWAL BY MAIL?

YES, if you...already have a passport that is not damaged; **and** you received it within the past 15 years; **and** were at least age 16 when it was issued; **and** your name has not changed (or you can legally document your name change).

IF YOUR NAME HAS CHANGED SINCE YOUR PASSPORT WAS ISSUED:

- Enclose a **certified copy of the legal document specifying your name change** (e.g. marriage certificate, divorce decree, adoption decree, or court order).
- No photocopies accepted.

PLEASE PROVIDE THE UWSP INTERNATIONAL PROGRAMS OFFICE WITH A SIGNED COPY OF YOUR PASSPORT AS SOON AS IT IS RECEIVED. DO NOT DELAY IN APPLYING FOR YOUR PASSPORT !

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