Arcadia Abroad Passport Guide
How to Apply for a U.S. Passport

ARCADIA ABROAD

2024 - 2025

U.S. Passport Guide

Photo Location - Scotland

Required Documents
What documents do I need to apply for a U.S. Passport?
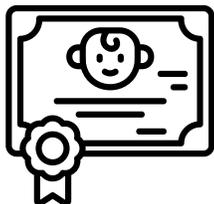
IMPORTANT

The purpose of this guide is to give you a **general** idea of the passport application process. We advise you to continue to do your own research about the passport application process and follow the guidelines posted on the U.S. Department of State website. The U.S. Department of State's information supersedes the information contained in this guide.
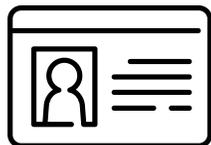
REQUIRED DOCUMENTS LIST

Form DS-11

Most students will use form DS-11. Please research and confirm what form you need to use prior to starting your passport application.

- Form DS-11 is for all first time passport applicants and those who need to renew a passport that was issued **before age 16**.
- Form DS-11 has instructions about how to complete your application form for application sections that are not self-explanatory. Please read form DS-11 in its entirety and reference those instructions as you fill out the form.
- **Glue** your recent passport photo to your application, in the required field. **Please do not staple your passport photo to your application.**

Proof of U.S. Citizenship (choose <u>one</u>)

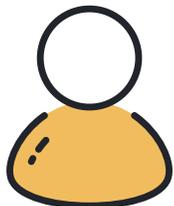- U.S. Birth Certificate
- Expired (or expiring) Passport

Proof of Identity (choose <u>one</u>)

- Driver's License
- Previous or Current U.S. Passport Book
- Previous or Current U.S. Passport Card
- Military ID
- Certificate of Naturalization or Citizenship

Recent Color Photograph

- **DO NOT SUBMIT A PHOTO <u>YOU</u> TOOK OR PRINTED. IT WILL NOT BE ACCEPTED.** This can result in significant delays.
- You **must** go to CVS, the post office, or another location where you pay to have your photo taken specifically for passports.

Passport Fee

ALL FEES MUST BE PAID BY MONEY ORDER OR CHECK. CARDS ARE NOT ACCEPTED.

The cost of a U.S. passport is **$130** plus a **$35** "Execution (Acceptance) Fee"

Additional Fees (Optional)

- **Expedited Service** - **$60**
- **1-2 Day Delivery** - **$19.53** (This means once your passport issued, you will receive it 1 to 2 days **after** the government sends it back to you via USPS)

Arcadia Abroad recommends you pay for the expedited service AND 1-2 day delivery to ensure the quickest timeline.
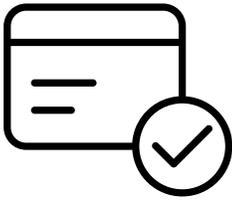
I have all the required documents. Where do I submit them?

There are **two** options for you to submit your passport application, both of which require you **make an appointment.** Do this as soon as you possibly can.

Acceptance Facilities

- Use this search engine to find a local office to submit your application!
  - **Post Offices** – To schedule an appointment at your local USPS office, please use this webpage.
  - **Clerks of Courts** – Your local prothonotary's office will have its own specific link for scheduling appointments, so use the search engine to find this information. (This office is usually located in your county courthouse or another satellite office.)
  - **Public Libraries** – Your local library will have its own specific link for scheduling appointments, so use the search engine to find this information.
  - **Other Local Government Offices**

Passport Agency or Center

- Use this link to locate the nearest passport agency or center near you. You can only make an appointment by calling 1-877-487-2778

Once you have scheduled your appointment, mark the date and time on your calendar(s). Please arrive before your scheduled appointment time with all of your required documents ready to go. Submit your documents to the officer, and you're all set!

Additional Resources

- U.S. Department of State Passport Website

Passport Tracking

- Track your U.S. Passport Application Status here.
  - **Once your application status changes to "In Progress", please send a screenshot to your Program Advisor.**