



Concordia's Guide for Students:

How to Get a Passport

Basic Steps:

1. Fill out an application
2. Provide 2 passport photos
3. Prove citizenship
4. Present identification
5. Pay applicable fee
6. Drop off at an Acceptance Facility



Detailed Steps:

- 1. Fill out the application**
 - a. Form DS-11 found at http://travel.state.gov/passport/forms/ds11/ds11_842.html
 - i. **Do not sign** the form until you are instructed to do so at the Acceptance Facility. Print the forms in black ink on one-sided pages. The form must be submitted in person.
 - b. You can also obtain a form at your local Acceptance Facility or Passport Agency (see step 6 for locations).
- 2. Provide two passport photos**
 - a. Photos should be:
 - i. Identical
 - ii. In color
 - iii. Thin, photo-quality paper
 - iv. 2x2 inches in size
 - v. Taken in the last 6 months, showing current appearances
 - vi. Full face front view with plain white background

- vii. Between 1 inch and 1 3/8 inches from the bottom of chin to top of head
- viii. Taken in normal street attire.
 - 1. No hat, no uniforms, wear glasses if normally worn
- b. Concordia students can get Passport photos taken at:
 - i. Walgreens for \$8.99.
 - 1. The nearest Walgreens locations are:
 - a. 1550 University Ave W, St. Paul, MN
 - b. 734 Grand Avenue, St. Paul, MN
 - ii. CVS Pharmacy for \$7.99.
 - 1. The nearest CVS locations are:
 - a. 499 Snelling Ave, St. Paul, MN
 - b. 1040 Grand Avenue, St. Paul, MN
 - iii. Some of the U.S. Post Office locations that serve as Acceptance Facilities will also take your passport photos for an additional \$15. This may require an appointment, so call ahead of time to see if they offer photos and to set up an appointment.

3. Prove Citizenship

- a. You must provide evidence of your U.S. citizenship with one of these documents:
 - i. Previously issued U.S. Passport
 - ii. Certified birth certificate issued by city, county, or state
 - iii. Consular Report of Birth Abroad or Certification of Birth
 - iv. Naturalization Certificate
- b. If you cannot provide one of these documents, you must provide a form of secondary evidence. These documents are listed at http://travel.state.gov/passport/get/first/first_4315.html

4. Present Identification

- a. Forms of identification that are accepted include:
 - i. Valid driver's license
 - ii. Current government ID
 - iii. Previously issued U.S. Passport
 - iv. Naturalization Certificate
 - v. Current military ID
- b. If you are unable to provide one of these forms of identification, you must present secondary evidence of identification. These forms are found at http://travel.state.gov/passport/get/first/first_4314.html
- c. You must submit a photocopy of the identification documents. Copy both the front and back of the ID on plain white 8 ½ x 11" paper with images on only one side. Do not decrease the size of the image.

5. Pay Applicable Fee

- a. The fee for an adult passport book and card is \$165
- b. The fee for just the adult passport book is \$135
- c. The fee for just the adult passport card is \$55 *
 - i. * The passport card can only be used to enter the U.S. from Canada, Mexico, the Caribbean, and Bermuda at land border crossings or sea ports-of-entry. It cannot be used for international travel by air.

6. Drop off all materials at an Acceptance Facility or Passport Agency near Concordia

- a. Use the Passport Agency if you need your passport in less than 2 weeks for travel or within 4 weeks to obtain a foreign visa.
 - i. The Passport Agency is located at the United States Federal Office Building at 212 3rd Ave. S., Minneapolis, MN 55401 on the ground floor.
 - ii. To check in you must provide your Social Security number or appointment confirmation number.
 - 1. Accepted forms of proof include airline itineraries, hotel reservations, or a signed and dated statement outline the urgent nature of travel.

b. Nearby Acceptance Facilities locations are:

Facility Name	Street Address	City	Zip Code	Phone	Hours of Passport Acceptance
USPO- Transfer Station	2334 University Ave. W.	Saint Paul	55114	(651) 645-7745	M-F: 2:30 pm-4:00 pm
USPO- Uptown Station	408 Saint Peter St., Suite 6	Saint Paul	55102	(651) 293-3077	M-F: 10:00 am-3:30 pm
Elway Station Post Office	1715 West 7 th Street	Saint Paul	55116	(651) 699-2984	M-F: 8:30 am-12:30 pm
USPO- University Station	2811 University Ave. SE	Minneapolis	55414	(612) 378-1853	M-F: 10:00 am-3:30 pm & Sat.: 10:00 am-1:00 pm
Ramsey County Passport Office	90 W. Plato Blvd.	Saint Paul	55107	(651) 266-1333	M-F: 8:30 am-1:00 pm & 2:00 pm-4:00 pm
Rice Street Station Post Office	40 Arlington Avenue East	Saint Paul	55117	(651) 489-8613	M-F: 10:00 am-3:00 pm
Hennepin County Gov. Service Center	300 South 6 th Street	Minneapolis	55487	(612) 348-8240	M-F: 7:30 am-4:30 pm

- c. For more locations, visit <http://iafdb.travel.state.gov/>

7. Passport Status

- a. You can check your application status online 5-7 days after applying at http://travel.state.gov/passport/status/status_2567.html
- b. Routine applications typically require 4-6 weeks of processing.

8. Frequently Asked Questions

- a. If you have any further questions, check http://travel.state.gov/passport/faq/faq_1741.html for answers to some common questions.

9. Lost or Stolen Passport

- a. If your passport is lost or stolen while abroad, contact the nearest U.S. Embassy or Consulate ASAP.

10. Renewing a Passport

- a. If you already have a passport and need to renew it, see the *How to Renew a Passport* sheet.

