**PASSPORT SERVICES**

**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.

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**HOURS OF SERVICE***
*Hours may vary during 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](mailto:passport@lib.msu.edu)
- Monday–Friday, 12:00–6:00 p.m.
- Sunday, 2:00–6:00 p.m.

Email [passport@lib.msu.edu](mailto: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/](http://www.lib.msu.edu/libraries/address-visiting/)

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**My Appointment is Scheduled for:**

<table>
<thead>
<tr>
<th>Date &amp; Time</th>
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</thead>
<tbody>
<tr>
<td>2/8/2017 JT</td>
</tr>
</tbody>
</table>

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**2/8/2017 JT**
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.

### U.S. Department of State Fees

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
<th>Quantity</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult Passport</td>
<td>$110.00</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Adult CARD</td>
<td>$30.00</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Child Passport</td>
<td>$80.00</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Child CARD</td>
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<td>x</td>
<td></td>
</tr>
<tr>
<td>Expedite Fee*</td>
<td>$60.00</td>
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<td></td>
</tr>
<tr>
<td>Express Mail*+</td>
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</tr>
</tbody>
</table>

*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

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
<th>Quantity</th>
<th>Totals</th>
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</thead>
<tbody>
<tr>
<td>Acceptance</td>
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<tr>
<td>Photo</td>
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</tr>
<tr>
<td>Express Mail*</td>
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<td>x</td>
<td></td>
</tr>
</tbody>
</table>

Payment #2 TOTAL

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Further questions regarding U.S. Passports?

Visit [travel.state.gov](http://travel.state.gov) or call the National Passport Information Office at 877-487-2778.