

Student Name: _____ UIN: _____

PASSPORT MATERIALS

For full details on passport application requirements, please visit the US Department of State website:
<https://travel.state.gov/content/passports/en/passports.html>

NOTE: There are no exceptions to what is detailed here. Everything must be completed EXACTLY as described, and each item is required. Materials in points 1-4 below must be presented to the Study Abroad Office in 502 University Hall by Wednesday, November 1st.

1. Passport Application Form DS-11 – **UNSIGNED**

- This may be completed ahead of time in **black ink only**, but **DO NOT SIGN**. It must be signed in the presence of a Passport Agent (i.e. at the Passport Caravan).
- If printing, this form must be printed one sided. Double sided forms will be rejected by passport agents.

2. Passport Photo [2]

- Must be an official passport photo. Photos made at home or cut from previous pictures **CANNOT** be accepted.
- Official passport photos can be obtained at most Walgreens / CVS stores, or at most passport-issuing locations, such as your local US Post Office.

3. Photocopy of Proof of US Citizenship (Item 5) Bring original to appointment.

- Clear photocopy (black and white is OK) of the front and back of the valid proof of citizenship that is being presented

4. Photocopy of Proof of Identity (item 6) Bring original to appointment.

Clear photocopy (black and white is OK) of the front and back of the valid photo ID that is being presented

BRING TO APPOINTMENT WITH PASSPORT AGENT ON NOVEMBER 15

5. Proof of US Citizenship (provide only **ONE** of the following)

- Certified US birth certificate – **photocopies CANNOT be accepted**

NOTE: If you do not have an original paper copy of your birth certificate and you were born in Cook County, you can obtain one at the Vital Records Office. See [this site](http://www.cookcountyclerk.com/aboutus/hours_locations/Pages/VitalRecords.aspx) for more detail.

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If you were born outside of Cook County, go to the Vital Records section of that County Clerk's website.

- Consular Report of Birth Abroad or Certification of Birth
- Certificate of Naturalization or Citizenship

6. Proof of Identity (provide ONE of the following)

- Recently issued Certificate of Naturalization or Citizenship with easily recognizable photo
- Current, valid driver's license or state ID
- Government employee ID
- Military ID

** Please note that if an out of state Driver's License or State ID is presented, a second photo ID may be required by the passport agent. An official college/university issued student ID card is often an appropriate second form of identity**