



# PASSPORT Information



CENTER FOR INTERNATIONAL  
STUDIES AND PROGRAMS  
THE UNIVERSITY OF TOLEDO

## First Time U.S. Passport Applicant Information (Age 16 and over)

The Center for International Studies and Programs (CISP) is an approved Passport Acceptance Facility. Forms are available online at [www.travel.state.gov](http://www.travel.state.gov) or in CISP in Snyder Memorial, Suite 1000.

### Please bring the following with you to the appointment:

- **Completed Form DS 11 Application for US Passport.** Do not sign it as you are required to sign it in the presence of the Passport Acceptance Agent.
- **Original Birth Certificate or other documentation to certify US citizenship (Naturalization Certificate or Certificate of Citizenship).** Original document will be sent with your application as copies are unacceptable. The original document will be returned with your Passport Book, however they may arrive separately.
- **Photo identification.** Front and back side copies of student, a government issue, current or expired driver's license, or workplace identification will be submitted with your application.
- **One (1) photo** 2 inches x 2 inches taken within the last 6 months and must have a plain white or light background with a clear view of the face. Photos can be taken at CISP during your appointment if you do not have one.

### Payment method:

The University of Toledo will accept cash, personal check and money order made payable to *The University of Toledo*. Credit cards will not be accepted. The Department of State will accept personal check, company check, or money order made payable to *The Department of State*. Cash and credit cards are not accepted.

| Standard Fee(s) | Purpose            | Payable to               |
|-----------------|--------------------|--------------------------|
| \$25.00         | Execution          | The University of Toledo |
| \$110.00        | U.S. Passport      | The Department of State  |
| Optional Fee(s) | Purpose            | Payable to               |
| \$30.00         | U.S. Passport Card | The Department of State  |
| \$60.00         | Expedite           | The Department of State  |
| \$20.66         | Overnight Delivery | The Department of State  |
| \$5.00          | Photo Fee          | The University of Toledo |