

**International Office**  
**Passport Information**  
**(New and Renewals)**

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This document is meant to be a guide as it relates to obtaining a new or renewed passport. A passport is an international travel document that allows travel outside of the United States for American Citizens. Every American student must have a U.S. passport in order to study, research or volunteer abroad. **The International Office STRONGLY urges you to ensure obtain a passport at least three months before the date of your departure.** You can obtain a passport at most federal post offices within the U.S. **The post office closest to Hampton University is:**

Hampton Main Post Office  
809 Aberdeen Road  
Hampton, Virginia 23670  
Phone: 757-826-7948

**Passport Acceptance Hours:** M-F: 10am-3pm, Sa-Su: Closed (call before beginning the process of obtaining a passport to ensure hours have not changed)

\*For all information related to obtaining a U.S. Passport, including fees, wait times, and required documents, please visit: [http://travel.state.gov/passport/passport\\_1738.html](http://travel.state.gov/passport/passport_1738.html)

**Important Preliminary Notes**

- Passports generally take anywhere from 2-10 weeks to be received.
- U.S. Passport renewal can be done in person, or by mail, if within 15 years of previous.
- You can pay extra for expedited services if needed.
- Make sure you have two forms of identification with copies of each
  - One of the IDs should prove U.S. Citizenship, such as a certified birth certificate, previous passport, naturalization certificate, or certificate of citizenship
  - The second ID must be current and valid, such as a driver's license, government or military ID, naturalization certificate or previously issued passport
- You should have the appropriate passport application form printed and filled out. The different forms can be located at [http://travel.state.gov/passport/passport\\_1738.html](http://travel.state.gov/passport/passport_1738.html)
- You will need a photo that meets all size and lighting requirements. Stores that offer photo taking services, such as Walgreens or CVS are a great resource for service and questions.
- You will be required to pay an application fee to apply for a new or renewed passport.

**Application Forms**

- Form DS-11: Application for a U.S. Passport ([http://travel.state.gov/passport/forms/ds11/ds11\\_842.html](http://travel.state.gov/passport/forms/ds11/ds11_842.html))
- Form DS-82: Application for a U.S. Passport by Mail (Renewals Only) [http://travel.state.gov/passport/forms/ds82/ds82\\_843.html](http://travel.state.gov/passport/forms/ds82/ds82_843.html)
- Form DS-5504: Application for a U.S. Passport- Name Change, Data Corrections, and Limited Passport Replacement [http://travel.state.gov/passport/forms/ds5504/ds5504\\_2663.html](http://travel.state.gov/passport/forms/ds5504/ds5504_2663.html)

## First Time Applicants

([http://travel.state.gov/passport/get/first/first\\_830.html](http://travel.state.gov/passport/get/first/first_830.html))

### You Must Apply in Person If:

- You are applying for your **first** U.S. passport
- You are **under age 16**
- Your previous U.S. passport was issued when you were **under age 16**
- Your previous U.S. passport was **lost, stolen, or damaged**
- Your previous U.S. passport was issued **more than 15 years ago**
- Your name has changed since your U.S. passport was issued and you are **unable to legally document your name change**

### Before You Start, Please Note:

- Special Requirements for All Minors Under Age 16
- Special Requirements for All Minors Ages 16 & 17
- Special Requirements for Diplomatic, Official, & Regular No-Fee Passports
- Special Requirements for Individuals Applying From Outside the U.S.

### SUBMIT A U.S. PASSPORT APPLICATION FOR AN ADULT IN PERSON:

Read and understand **Steps 1 - 7** before leaving this page.

1. Fill Out Form DS-11: *Application For A U.S. Passport*
2. Submit Completed Form DS-11 In Person
3. Submit Evidence of U.S. Citizenship
4. Present Identification
5. Submit a Photocopy of the Identification Document(s) Presented (Step 4)
6. Pay the Applicable Fee
7. Provide One Passport Photo

#### *Fill Out Form DS-11: Application For A U.S. Passport*

Fill out Form DS-11: Application for a U.S. Passport online or by hand. Please note that you:

- **Must not** sign the application until instructed to do so by the Acceptance Agent
- **Must** provide your SSN in accordance with 26 U.S.C. 6039E. Failure to provide information requested on the form, including your social security number, may result in significant processing delays and/or the denial of your application.

#### *Submit Form DS-11: Application For A U.S. Passport In Person*

You must submit Form DS-11 **in person** at an Acceptance Facility or Passport Agency

**NOTE:** There are special submission requirements for All Minors Under Age 16

#### *Submit Evidence of U.S. Citizenship*

When applying for a U.S. passport in person, evidence of U.S. citizenship must be submitted **with** Form DS-11. All documentation submitted as citizenship evidence will be **returned** to you. These documents will be delivered with your newly issued U.S. passport or in a separate mailing.

#### **Primary Evidence of U.S. Citizenship (One of the following):**

- Previously issued, undamaged U.S. Passport
- Certified birth certificate issued by the city, county or state\*
- Consular Report of Birth Abroad or Certification of Birth
- Naturalization Certificate
- Certificate of Citizenship

\*A **certified birth certificate** has a registrar's raised, embossed, impressed or multicolored seal, registrar's signature, and the date the certificate was filed with the registrar's office, which must be within 1 year of your birth. Please note, some short (abstract) versions of birth certificates may **not** be acceptable for passport purposes.

Beginning April 1, 2011, all birth certificates must also include the full names of the applicant's parent(s). For more information, please see New Requirement for all U.S. Birth Certificates.

**NOTE:** If you **do not** have primary evidence of U.S. citizenship or your U.S. birth certificate **does not** meet the requirements, please see Secondary Evidence of U.S. Citizenship.

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### *Present Identification*

When applying for a U.S. passport in person, acceptable **identification** must be presented **at the time of application**.

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#### **Primary Identification (One of the following):**

- Previously issued, undamaged U.S. passport
- Naturalization Certificate
- Valid Driver's License
- Current Government ID (city, state or federal)
- Current Military ID (military and dependents)

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#### **NOTES:**

- If you **cannot** submit primary identification, please see Secondary Identification.
- If you apply at an Acceptance Facility and submit **out-of-state** primary identification, you must present an additional ID document, as well. For example, if you apply in Maryland with a Virginia Driver's License, you must present a second ID containing as much of the following information as possible: your photo, full name, date of birth and the document issuance date.
- If you have undergone or are going through gender transition, please see these additional requirements.

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### *Submit a Photocopy of the Identification Document(s) Presented (Step 4)*

Bring a photocopy of the front and back of each ID document that you will present when you apply.

- Photocopy **must** be on plain white, **8 1/2 x 11"** standard paper stock, showing the **front** and the **back** of your ID
- Photocopy **must** contain images on only one-side of each page submitted.
  - If copies cannot be made on the same side of one page, you may present two separate pages; one displaying the front of the ID and the second displaying the back of the ID.
- The paper should be free of other images and/or markings.
- The 8 1/2 x 11" paper size **cannot** be substituted with a larger or smaller size paper, even if the alternative folds down to the 8 1/2 x 11" size.
- You **may** enlarge the image of your ID on the 8 1/2 x 11" page, but you **may not** decrease the size of the image.

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### *Other situations that require a photocopy of identification, but are less common, include:*

- If you are presenting Secondary Identification, you must provide a photocopy of the front and back of each document being presented with your application. A photocopy of your credit card will not be requested if it is to be presented with Secondary Identification.
  - If you submit **out-of-state** primary identification, you must provide a photocopy of your primary identification document and the second ID to be presented with your application. Both sides of all identification documents must be photocopied according to the photocopy requirements above. If a credit card is presented as your second ID, a photocopy will not be requested.
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- An assistant to a disable applicant who witnesses the signature or signs on the disabled applicant's behalf must present a photocopy of his or her ID
- A person acting as an Identifying Witness must present a photocopy of his or her ID

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#### *Pay the Applicable Fee*

Please see Current Passport Fees and methods of payment.

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#### *Provide One Passport Photo*

To avoid processing delays, be sure your photo meets all the requirements and are properly submitted with your application.

- When submitting **Form DS-11 in person**, your photo should **not** be attached to the form

## Renew Passport

([http://travel.state.gov/passport/renew/renew\\_833.html](http://travel.state.gov/passport/renew/renew_833.html))

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### Renew by Mail if All of the Following are True:

#### Your Most Recent U.S. Passport:

- Is **undamaged** and can be **submitted** with your application
- 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 legally document your name change

If any of the above statements do not apply to you, you must Apply in Person

#### A Note on the U.S. Passport Card:

If you are a previous passport book holder and you are eligible to use Form DS-82, you may apply for a passport card as a renewal by mail - even if it is your *first* passport card!

#### How to Renew Your U.S. Passport by Mail:

*From Inside the United States:*

**To renew your U.S. Passport by mail**, you must submit **Form DS-82**, *Application for a U.S. Passport by Mail*. Locate Form DS-82 and step-by-step instructions at Form DS-82: Application for a U.S. Passport by Mail.

**How long will it take to process your passport application?** See Application Processing Times.

#### IMPORTANT NOTES:

- If your most recent U.S. passport has been mutilated, altered or damaged, you cannot apply by mail - you must Apply in Person.
- We strongly encourage you to mail your passport application and any personal documents using a traceable delivery method.
- Please do not submit any prepaid return mailing envelopes or mailing stamps. Newly issued Passport Books are delivered via Priority Mail with Delivery Confirmation, unless you pay for overnight delivery return service at time of application. Overnight delivery service is not available for passport cards, which are delivered via First Class Mail only.
- In order to protect the contents of your mailing from the elements throughout the delivery process, it is strongly recommended that you mail your passport application and personal documents in an envelope large enough to fit the application **without** folding. Please **do not** use a standard letter-size #10 (4 1/8" x 9 1/2") envelope.

- Passports renewed by mail **in** the United States may **only** be mailed to United States and Canadian addresses.
- If you are behind in child support payments, you may not be able to get a passport (See Child Support).

*From Outside the United States:*

U.S. citizens residing **abroad** (except those living in Canada) should renew their passports at the nearest U.S. Embassy or U.S. Consulate.

U.S. citizens residing in **Canada** may submit Form DS-82: Application for U.S. Passport by Mail to the address listed on the form.

**Need a U.S. Passport Immediately?**

You should make an appointment to be seen at a Regional Passport Agency **only** if:

- The U.S. passport is needed in **less than 2 weeks** for international travel
- The U.S. passport is needed **within 4 weeks** to obtain a foreign visa
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Contact the National Passport Information Center to make an appointment or locate a Passport Agency.