

ASU Mail Services at the West Campus
Passport Fair
Thursday, March 20, 2008
9:00am – 3:00pm
UCB 264

As you may have heard, new regulations have gone into effect requiring all travelers to carry and present a passport when returning to the USA after traveling out of the country. ASU Mail Service and the United States Postal Service has partnered together to offer ASU at the West Campus Faculty, Staff, Students, as well as the local community an easy way to obtain a passport. On Thursday, March 20, 2008 the United States Postal Service will be on campus to accept and start the processing of Passport Applications.

To speed the processing of passport applications, you can fill out your application and print it prior to the event from the following web site.

http://travel.state.gov/passport/forms/forms_847.html

The forms you print must be clear and sharp. Applications that are blurred or illegible will not be accepted. They must be printed in black ink on white paper. The paper must be 8 1/2 inches by 11 inches, with no holes or perforations, at least medium (20 lb.) weight, and with a matte surface. Thermal paper, dye-sublimation paper, special inkjet paper, and other shiny papers are not acceptable.

Some printers will reduce the photograph area on the passport application to less than 2x2 inches. Please make sure that the photograph area on the printed application form is 2x2 inches to ensure that the photographs you submit (also 2x2 inches in size) can be correctly attached.

Please type or print legibly when completing all sections of the application.

Please PRINT OUT AND SUBMIT ONLY ONE-SIDED PAGES OF THE FORM

Applying for a Passport

- All applicants must appear in person when applying for a passport, regardless of age.
- All applicants must provide original proof of U.S. Citizenship.
 - **US born** applicants must bring original or certified copy of birth certificate or previous fully valid US Passport.
 - **Foreign born** applicants must bring original Report of Birth Abroad (Form FS-240); previous fully valid US Passport; Certificate of Citizenship or Naturalization from INS; or Certificate of Birth Abroad (Form DS-1350).
 - Original documents are sent to the Department of State with the passport application and will be determined. Make a copy of your documents if needed prior to your appointment.
- Adults are required to show valid identification such as state issued identification or drivers license. Parents and/or legal guardians obtaining a passport with a minor must also provide identification.
- All applicants must present a completed *unsigned* application at the time of the appointment.
- Both parents on the birth certificate are required to attend with the minor child under the age of 16 years.
- If the 2nd parent is not available to sign, the appearing parent must present *original* documents proving sole legal custody, or provide a notarized written consent of the other parent for the issuance of the passport. Statement of Consent (DS-3053) is necessary from the non-available parent.
- If the notarized consent cannot be obtained from the non-applying parent, the available parent must provide a written statement explaining why the 2nd parent could not provide consent.
- If a minor child is applying without either parent, the 3rd party *in loco parentis* must present a written notarized statement from both parents or custodial parent(s) authorizing the 3rd party to apply for the passport. An adoption decree or court order may also be applicable.

Processing Time

Applications take approximately 4 to 6 weeks to process and can be mailed to your home or office.

You may request the Department of State's Expedited Passport Processing Service (Approximately 3 weeks) for an additional \$60. For current passport processing times, please visit www.travel.state.gov.

Express Mail® service is the fastest way to ship your application and receive your passport at a cost of \$16.25 each way. Express Mail service is guaranteed overnight to many locations, and you can track it.

Passport Photos

You may bring 2 passport photos with you or the USPS can take your photos at the time of application for a \$15 charge.

Application Fees

The acceptance Fees are paid to the US Postal Service and the Application fee is paid to the US Department of State. Fees can be paid with Cash, Money Order or Personal/Business Check. USPS accepts cash for purchase of a Postal Money Order that's paid to the Department of State

Passport Services		Acceptance Fee	Application Fee	Total Fees
Passport Book	Age 16 and over	\$25	\$75	\$100
Passport Book	Under Age 16	\$25	\$60	\$85
Passport Card	Age 16 and over	\$25	\$20	\$45
Passport Card	Under Age 16	\$25	\$10	\$35
Passport Book & Card	Age 16 and over	\$25	\$95	\$120
Passport Book & Card	Under Age 16	\$25	\$70	\$95

Keep in mind that passport acceptance fees are paid directly to the USPS, while passport application fees are paid directly to the Department of State.

For additional information or any questions you may have please contact Jim Devenney at james.devenney@asu.edu or call at 3-7716.

Or visit the U.S. Department of State web site at http://travel.state.gov/passport/passport_1738.html