How to Get A Passport

*What is a passport?* A passport is the official documentation of your United States citizenship. You will need this document when traveling abroad.

*Where can I get the passport forms?* Just outside of the International Learning Opportunities Office in the Forms Center. We are located in Room 101 of the Simplot/Micron Building. Passport forms can also be downloaded from the Internet at: [http://travel.state.gov/passport](http://travel.state.gov/passport)

*How much does it cost?* A standard $25 execution fee is charged on all passport applications. A check or money order will need to be made out to “Boise State University” for this execution fee. The passport processing fee is an additional $110 for a standard adult passport. A separate check or money order for the processing fee will need to be made payable to “US Department of State”. Additional services are available and for additional fees (photos, expedited services, etc.).

You may apply for a passport in person at the following locations by *appointment only*:

**Boise State University**
International Learning Opportunities
2055 Cesar Chavez Lane
Simplot/Micron Room 101
Boise, ID 83725
(208) 426-2630

**Main Post Office**
770 South 13th Street
Boise, ID 83708

**Passport Acceptance Facility at Boise State**

When Applying for a Passport:

- Application must be completed in BLACK ink.
- Submit an official (certified copy) of your birth certificate with the date of registration, or the US naturalization papers signifying US citizenship. If you are renewing your passport, the current passport will suffice.
- Present a photo identification card (i.e. Driver’s License).
- Submit a photocopy of the front and back of your photo identification card.
- Submit one recent 2x2 passport photo (front-facing, head and shoulders. Snapshots and vending machine photos are not acceptable. Passport photos are available at the Passport Acceptance Facility at Boise State for $5 with a Boise State ID, $15 without a Boise State ID.
- Submit two checks or money orders for payment. One will be made out to *US Department of State* (passport fee); the other will be made out to *Boise State University* (execution fee). *If you must have your passport within three weeks you will need to pay an additional fee of $60 plus any expedited mail fees (if applicable).*
- Do not sign the application until in the presence of a Passport Acceptance Agent.

**Note:** It can take 4-6 weeks to receive your passport. Expedited Services guarantees delivery within 3 weeks, however if you need it earlier than three weeks, you will need to go to the closest Regional Passport Agency (Seattle, WA). Expedited services are available for additional fees. *Remember- applications cannot be accepted without an appointment.*

*Save money, time, and hassle by applying well in advance of your departure date!*
What is a visa? A visa is official permission from a government to enter a country. It is usually a stamp in your passport from the Consulate General or Embassy of the country you will enter. There can be delays in obtaining a visa depending on the country you wish to enter. You will have to send your passport to the Consulate General or Embassy to receive the visa. Information may be obtained at:

http://travel.state.gov/visa.html

Further information and details are available at the State Department’s Passport Services website: http://travel.state.gov/passport

National Passport Information Center: The US State Department has opened a privately run passport processing service than can help you with new passport applications, renewals or faster service in an emergency. You can check on the status of your passport application by calling the National Passport Information Center: 1-900-225-5674 (TTY: 1-900-225-7778) at a cost of $.55 per minute for automated service 24 hours/day or $1.35 per minute for operators. An optional number requiring credit card payment of $5.50 per call for those unable to access the 1-900 number is: 1-888-362-8668