



## 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 227 of the Simplot/Micron Advising and Success Hub building. Passport forms can also be downloaded from the Internet at: <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 Ln  
Simplot Micron Building,  
ASH Room 227  
Boise, ID 83725  
(208) 426-2630

### Main Post Office

770 South 13<sup>th</sup> 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 BSU ID, \$15 without a BSU 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 3 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!***