

ADULT PASSPORTS

Non-renewals



BE BOLD. Shape the Future.®
Office of International Affairs
Passport Acceptance Facility

US Department of State Fees Check or Money Order Only

Passport Book	\$130 (Valid for international travel by land, sea, & air.)	Additional Service Charges
Passport Card	\$30 (Not valid for international air travel. Valid for travel by land and sea to Canada, Mexico, Bermuda, and Caribbean.)	\$60 for Expedite Service
Passport Book & Card	\$160	\$22.05 for 1-2 day delivery (does not apply to passport card)

New Mexico State University Fees Check, Money Order, or Cash

- ☐ **\$35** Execution Fee (Acceptance Fee)
- ☐ **\$10** Passport Photo

Document Requirements

☐ **DS-11 FORM (PDF or Electronic)**

- Print it single sided, black and white or colored.
- Black Ink Only
- No Mistakes or Errors

☐ **ORIGINAL PROOF OF CITIZENSHIP**

A photocopy is needed as well. The original and the copy will go with the application but will be returned a few weeks after the passport is received.

- Certified U.S. Birth Certificate
- Report of Birth Abroad
- Certificate of Naturalization
- Certificate of Citizenship

**If your last passport was a minor passport, a birth certificate or Certificate of Naturalization is still needed.*

☐ **2x2 PASSPORT PHOTO**

You can bring a photo or we can take it here at the time of your appointment. You may be notified if your photo does not meet the guidelines. If not you will have the choice of retaking the photo with us or submitting the photo you provided.

☐ **PROOF OF IDENTIFICATION**

A photocopy, front & back, is needed from the applicant.

- Valid Driver's License
- Valid US Military ID
- Valid U.S. Government Employee ID
- Valid U.S. or Foreign passport (with recognizable photo)
- Naturalization/ Citizenship certificate
- Permanent Resident Card
- B2 Visa/ Border Crossing Card

☐ **PAYMENTS FOR US DEPT. OF STATE & NMSU**

Payment information above.

FAQ

• **What if I don't have a Driver's License?**

- You can provide two forms of ID like a school or work ID, social security card, learner's permit, or a **DS-71 Identifying Witness** form (available at our office). For other acceptable forms of ID visit travel.state.gov.

• **How long will the passport be valid?**

- Adult passports are valid for 10 years.

• **Can I renew my passport at your office?**

- Depends, if your passport has been reported lost, stolen, if it's been damaged, or it has been more than 15 years from the date it was issued, or you got it when you 15 years old or younger. Yes.
- If the above does not apply to you, your renewal is done by mail.

Visit travel.state.gov to get more information.