

Passport Checklist

- ☐ **A completed DS-11**
(Do not white out or cross out errors, start over on a new form)
- ☐ **Original proof of citizenship***
(Birth certificate, old passport, certificate of citizenship or naturalization)
- ☐ **Copy of original proof of citizenship**
- ☐ **Valid ID**
(Government issued ID or most recent passport, certificate of citizenship or naturalization)
- ☐ **Copy of ID front and back**
(Minors will need a copy of parent's ID front and back)
- ☐ **If you have had a passport before, provide that as well.***

Two checks or money orders (per person)

- ☐ **Payment 1: Made to the *US Department of State* (cannot be paid with card or cash).**

Item/ Service	Adult	Minor (under 16)
Passport Book	\$130	\$100
Passport Card	\$30	\$15
Both	\$160	\$115
Expedite	\$60	\$60
1-2 day shipping	\$23.36	\$23.36
TOTAL		

- ☐ **Payment 2: Made to *New Mexico State University***
(Cash has to be exact and credit card payment is not preferred).

Item/ Service	Cost
Acceptance Fee	\$35
Photo	\$10
Total	

Passport renewals can be done via mail, for more information visit

<https://travel.state.gov/content/travel/en/passports/have-passport/renew.html>.

For more information or to schedule an appointment, please visit



Passport Acceptance Facility
Phone: 575-646-7965
Email: passportoffice@nmsu.edu
Website:
<https://passportoffice.nmsu.edu/>

*Proof of citizenship and passports go with the application and will be returned.