

How do I get a U.S. passport?



What do I need?

☐ Completed application form

- Use [form DS-11](#) if you're applying for the first time, or if your previous passport was issued when you were younger than 16.
- Use [form DS-82](#) if you're renewing and your previous passport was issued when you were older than 16.

☐ Certified birth certificate OR naturalization papers

☐ Photo ID

- Driver's license, or
- Previous passport, or
- Military ID

☐ 2" x 2" color photograph

☐ Fees

- \$110 application fee, paid via check or money order
- \$25 execution fee (if using form DS-11), paid via cash, check, credit, or money order

How do I apply?

Passport application forms can be found online at travel.state.gov. Complete the application fully and attach your 2" x 2" photo. Make sure you are applying for a passport **book**, not a passport **card**, which is not valid for international air travel.

Processing and mailing time can take 6 to 8 weeks, so be sure to apply well ahead of any international travel. If you're in a pinch, expedited service – a 3-week processing time – is available for an extra \$60 fee, and overnight shipping is available for \$20.66.

ISU students traveling on university programs may have their passport photo taken in the Study Abroad Center from 1:00pm to 4:00pm each weekday. The cost is \$15 charged to your Ubill.

What if I'm renewing my passport?

If you are renewing using form DS-82, you will be able to apply via mail. Mail all supporting documents, plus your previous passport, to the [National Passport Processing Center](#).

What if this is my first passport?

Applicants using form DS-11 will need to appear in person at a local passport acceptance facility. These are usually post offices or civic buildings; locations can be found online at travel.state.gov. Do not sign the application until instructed to do so by your agent.

Ames Post Office

[525 Kellogg Ave, Ames IA 50011](#)

Open 8:00am – 1:00pm, Mon. – Fri.

- By appointment only, call (515) 232-0120 to schedule. May take up to two weeks during busy periods.
- Passport photos available for \$15

City of Huxley

[515 North Main Ave, Huxley IA 50124](#)

Open 8:00am – 4:30pm, Mon. – Fri.

- Passport photos available for \$10

Story County Recorder

[900 6th St, Nevada IA 50201](#)

Open 8:00am – 4:00pm, Mon. – Fri.

- If applying between 11:30am – 1:30pm, call (515) 382-7230 to ensure agent availability
- Passport photos available for \$10