



Thank you for registering for your passport appointment. Please be sure to bring the following items to complete your application. This is merely a guide for most applicants; however, for full instructions, please visit the State Department's official website: <http://travel.state.gov>

1. A completed DS-11 Application Form

2. Proof of U.S. Citizenship (one of the following):

- Previously issued, undamaged, and fully valid U.S. Passport (can be expired)
- Certified U.S. Birth Certificate (must meet all of the following requirements):
 - Issued by the City, County, or State of birth
 - Lists bearer's full name, date of birth, and place of birth
 - Lists parent(s) full names
 - Has date filed with registrar's office (must be within one year of birth)
 - Has registrar's signature
 - Has seal of issuing authority
 - *Photocopies and notarized copies are unacceptable*
- Consular Report of Birth Abroad or Certification of Birth
- Naturalization Certificate
- Certificate of Citizenship

3. A current Driver's License or Military ID or State Issued ID

4. One recent, color 2" x 2" photo (Library can take photos for ages 3+ for \$15)

5. Fees:

- Payment 1: Check or money order payable to the U.S. Department of State
 - Adult Passport Book \$130
 - Adult Passport Card \$ 30
 - Minor Passport Book \$100
 - Minor Passport Card \$ 15
- Payment 2: Card, cash, check or money order payable to UAPL
 - Execution Fee \$ 35
 - Photo \$ 15
- Other fees may apply, visit <http://travel.state.gov> for more options

6. Applications for Minors: There are special instructions for minors under 15 years of age, and those who are ages 16-17. Visit <http://travel.state.gov> for more details.

Lane Road Branch

1945 Lane Road
Upper Arlington, Ohio 43220
Main Desk (614) 459-0273

Main Library

2800 Tremont Road
Upper Arlington, Ohio 43221
Main Desk (614) 486-9621
Info Line (614) 486-3770

Miller Park Branch

1901 NW Arlington Avenue
Upper Arlington, Ohio 43212
Main Desk (614) 488-5710