



Student Engagement and Campus Life Passport Check-list & Information

Bring at least **two (2) blank checks** and please note *starter checks* are **NOT ACCEPTABLE***

US Department of State will only accept passport fees in the form of a **check** or **money order** (payable to: U.S. Department of State)

Passport Fees (check or money order only)

Adults (age 16 & older)	Book: \$110	Card: \$30
Minors (under age 16)	Book: \$80	Card: \$15

Squires Passport Acceptance Fee

\$25.00 per application (cash, check or money order only)
Check Payable to: **Treasurer of Virginia Tech**

Passport Application

- Passport Application Form DS-11 (completed but unsigned) (can complete in person)
- Filled out using **BLACK** ink only

Proof of U.S. Citizenship (Provide one of the following)

- Certified U.S. Birth Certificate
- Previous Passport
- Recently issued Certificate of Naturalization or Citizenship with easily recognizable photo
- Consular Report of Birth Abroad or Certification of Birth

Proof of Identity (Provide one of the following)

- Currently Valid Driver's License
- Government Employee ID
- Military ID
- Recently Issued Certificate of Naturalization

(For minors under 16 years of age, each child must appear in person and **both** parents or legal guardians must present evidence of relationship. Please contact Student Engagement and Campus Life Passport Office with additional questions.)

Passport Photos (Service is offered on site for a fee)

- One Passport photo
- Two inches by two inches (2x2)
- Taken within the past six (6) months
- Color required
- Full-face, front view with plain white or off-white background
- No glasses
- Normal street attire (no uniforms)

For hours of operation please visit our website:
campuslife.vt.edu/Squires/passport-acceptance-facility
or call 540-231-9844 to schedule an appointment