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)

<table>
<thead>
<tr>
<th>Age Group</th>
<th>Book</th>
<th>Card</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adults (age 16 &amp; older)</td>
<td>$110</td>
<td>$30</td>
</tr>
<tr>
<td>Minors (under age 16)</td>
<td>$80</td>
<td>$15</td>
</tr>
</tbody>
</table>

### 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](http://campuslife.vt.edu/Squires/passport-acceptance-facility) or call 540-231-9844 to schedule an appointment.