Passport Application Checklist

The LSU Olinde Career Center accepts passport applications by appointment only. Appointment hours are Monday, Wednesday and Friday from 9 a.m. to 3:30 p.m. (excluding official University holidays). Please contact our office at 225-578-2162 to schedule your appointment. Prior to your appointment, please ensure you have completed the following:

- **Complete Section 1 of the passport application (DS-11 form) in BLACK INK.** Applications are located in the Workforce Development Center. You may also visit [http://travel.state.gov](http://travel.state.gov) and select “Apply for New Passport” for an online application. Applications are NOT accepted online.

- **Able to provide evidence of U.S. Citizenship**

  The most common documents used to verify birth in the United States are:
  - A certified U.S. birth certificate,
  - a previously government issued U.S. passport book or U.S. passport card (maybe expired, must be undamaged),
  - Consular Report of Birth Abroad,
  - Certificate of Naturalization/Citizenship.

- **Able to present photo identification**

  - [http://travel.state.gov/content/passports/english/passports/first-time.html#step4](http://travel.state.gov/content/passports/english/passports/first-time.html#step4)

- **Forms of Payment**

  - Checks (personal, certified, traveler’s, no starter checks)
  - Cashier’s Checks
  - Money Orders

- **Fees-Separate Checks**

  - $25.00* Execution Fee checks are to be made out to LSU Olinde Career Center. This fee can be credit card, debit card, or cash. *Effective Monday, April 2, 2018, the Execution Fee will be $35.00.

  - Please visit [http://travel.state.gov](http://travel.state.gov) to calculate fees for U.S. Department of State

- **Ensure you have taken your photograph**

  Passport photos are available at the Tiger Card Office, located in 109 LSU Student Union, Monday through Friday, 8 a.m. to 3:30 p.m. The cost for two photos is $10.

  For information on proper passport photo requirements, visit [http://travel.state.gov](http://travel.state.gov)