Passport Application Checklist

The LSU Olinde Career Center accepts passport applications by appointment only. Appointment hours are Monday, Tuesday, and Wednesday between 8 a.m.–2 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 at the front desk of the LSU Olinde Career Center at 158 LSU Student Union. You may also visit http://travel.state.gov 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 (may be expired, must be undamaged),
- Consular Report of Birth Abroad,
- Certificate of Naturalization/Citizenship.

___ Able to present photo identification

___ Forms of Payment: $110 (+ $60 expedited fee—if applicable)
- Checks (personal, certified, traveler’s, no starter checks)
- Cashier’s Checks
- Money Orders
- No cash or card payments are accepted
- Please visit http://travel.state.gov to calculate fees for U.S. Department of State

___ Fees-Separate Checks
- $35.00 Execution Fee: This fee can be credit card, debit card, cash (please bring exact change) or checks made out to LSU Olinde Career Center.

___ 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 https://travel.state.gov/content/travel/en/passports/how-apply/photos.html
Processing Times and Fees

<table>
<thead>
<tr>
<th>Processing Times</th>
<th>Application Fee: (check/money order only)</th>
<th>Execution Fee (cash/credit/check)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Routine: 10-12 weeks*</td>
<td>$110</td>
<td>$35</td>
</tr>
<tr>
<td>Expedited: 4-6 weeks*</td>
<td>$110 + $60 (expedited fee)</td>
<td>$35</td>
</tr>
<tr>
<td>At Agency (in New Orleans, LA): same day</td>
<td>$110</td>
<td>$35</td>
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*Processing time does NOT include mailing time; allow 1-2 weeks for mail.

Application Acceptance Facilities

View additional Passport Application Acceptance Facilities in the local area.