

How to get a new passport

Cost of a new passport:

Passport Book - \$110

Execution fee - \$25

Passport Photos - \$7 at the Dragon Card Office

Optional expedited fee - \$60 (for faster processing)

You must apply in person at a Passport Acceptance Facility (post office, clerk of court, etc.). The closest Passport Acceptance Facility to Drexel University is the Chestnut Street Main Post Office at 3000 Chestnut St. Additional facilities can be found on this website: <https://iafdb.travel.state.gov/>.

Documents:

1. Proof of US Citizenship (provide only ONE of the following - photocopies CANNOT be accepted)

- Certified US birth certificate; must include:
 - Issued by 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 embossed, impressed, or multicolored seal of registrar
- Consular Report of Birth Abroad or Certification of Birth
- Certificate of Naturalization or Citizenship

2. DS-11 Passport Application

- This may be completed ahead of time in black ink only, but DO NOT SIGN. It must be signed in the presence of a Passport Agent at the Passport Office.

3. Proof of Identity (provide only ONE of the following)

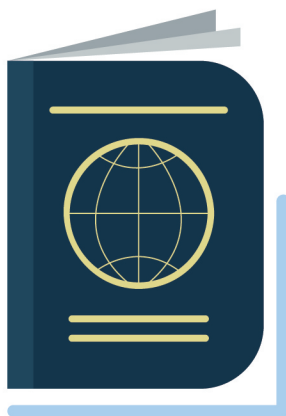
- Current, valid driver's license
- Recently issued Certificate of Naturalization or Citizenship with easily recognizable photo
- Government employee ID
- Military ID

4. Passport Photo

- Must be an official passport photo. Photos made at home or cut from previous pictures CANNOT be accepted.
- Do not wear anything that may obstruct your face in your passport photo, including glasses.
- Passport photos can be taken at the Dragon Card Office in the Creese Student Center. They are also available at pharmacies, such as CVS, Walgreens, or Rite-Aid.

5. Photocopy of Valid Photo ID (front and back)

- Valid Driver's License (plus a second ID if issued in a different state than where you apply)
- Valid state non-driver ID (plus a second ID if issued in a different state than where you apply)
- Certificate of Naturalization
- Valid government ID (city, state, or federal)
- Valid Military ID



More information about these requirements can be found here:

<https://travel.state.gov/content/passports/en/passports/apply.html>



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