

## WHAT YOU NEED TO KNOW BEFORE BOOKING YOUR PASSPORT APPOINTMENT:

- ➔ **Masks are required** at all times for everyone on the RRCC campus regardless of vaccination status.
- ➔ **Please reconsider booking with us if you need your passport sooner than Expedited services allow.**
- ➔ **We cannot schedule appointments for a DS-82 application.** Those applications must be submitted by the applicant. **Check if qualify for a Renewal Application (DS-82)** or if you will need to complete a New Passport Application (DS-11): <https://travel.state.gov/content/travel/en/passports/have-passport/renew.html>. **Children will complete a DS-11** for both renewals and new passports.
- ➔ Please make sure you have completed all forms that are pertinent to your situation prior to arrival. Forms: <https://travel.state.gov/content/travel/en/passports/how-apply/forms.html>

## WHAT TO BRING TO YOUR DS-11 PASSPORT APPLICATION APPOINTMENT:

*Individuals who do not bring all required materials may be asked to reschedule*

- A Single Sided **Fully Completed DS-11**
  - Use black ink/black pen only
  - **APPLICATIONS ARE NOT PERMITTED TO HAVE ANY ERRORS.** If you make an error you must start a new form. Do not use correction fluid, scratch out a previous answer, or try to write over a previous answer.
  - Make sure you have the most up to date DS-11 printed out. The bottom left corner should say 2020. Older versions, such as the 2016 application, still pop up on a google search for a DS-11 but should not be used for a new application.
  - Do not sign the form or staple photos. It must be signed in the presence of the passport agent.
  - Fill in **all** boxes to the best of your knowledge. You may write “N/A” or “unknown” if needed.
- Check, cashier’s check or money order** made out to US Department of State with appropriate fees:  
**PASSPORT COSTS – There are different types of passports and processing speeds based on your needs:**
  - Minor passport (under age 16) or adult passport (16 or older)
  - A passport book, passport card, or both
    - *Passport Book: Good for all travel, including air, land, and sea.*
    - *Passport Card: Good for land crossing to Mexico and Canada, sea travel to the Caribbean*
    - *BOTH: Domestic air travel ID and also documents US Citizenship for employment, etc.*
  - Routine or Expedited Service
  - Regular return mail or 1-2 day return mail

**PRICING:** <https://travel.state.gov/content/travel/en/passports/how-apply/fees/fee-calculator.html>

- Credit/Debit card to pay the \$35 DS-11 execution fee to RRCC, the Passport Acceptance Facility**

- Photo Identification examples, for a full list see: [travel.state.gov](https://travel.state.gov)

### **PLEASE BRING ORIGINAL & A SINGLE-SIDED PHOTOCOPY OF BOTH THE FRONT AND BACK**

- **For minors under 16 years old, please bring photo identification for custodial parents.**
- **For minors 16-17 years old, please bring your own identification.**
- Valid current Colorado Driver’s license or State Photo Identification

- Out of state licenses and Driver's permits can be used with additional proof of identification (see [travel.state.gov](https://travel.state.gov) for a list of acceptable options)
- Passport issued when you were an adult (16+ years old)

□ **Passport Photo**

- We do not take photos. Many stores offer passport photos that meet requirements: <https://travel.state.gov/content/travel/en/passports/requirements/photos.html> .
- DO NOT STAPLE PHOTOS TO THE APPLICATION.

□ **Name Change: if your name is currently other than the name listed on your birth certificate, please submit a certified copy of the legal name change document.**

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- Marriage certificate
- Divorce decree
- Court-ordered name change document

□ **Proof of US Citizenship (examples) for a full list see: [travel.state.gov](https://travel.state.gov)**

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- Original U.S. Birth Certificate (gets submitted with application and will be returned)
- Consular Report of Birth Abroad or Certification of Birth
- Certificate of Naturalization
- Certificate of Citizenship
- Previous Passport Issued when you were an adult

□ **Previous Passport (Unless this is your first ever US Passport)**

**PLEASE BRING ORIGINAL & A SINGLE-SIDED PHOTOCOPY OF THE INFORMATION PAGE**

- If you have lost your previous passport and are unable to provide it, please complete the DS-64.

□ **Proving Parental Relationship and Providing Parental Consent for Minors**

- If a minor is under the age of 16, **all custodial parents/guardians must be present at the appointment** to consent to the passport. Guardians must provide identification and documentation to prove their relationship to the child.
  - The default determination of custody is who is named on the child's birth certificate unless a court order of custody or adoption paperwork is submitted.
- If a custodial parent is not present, the DS-3053 Statement of Consent for Issuing a Passport to a Child must be completed by the parent in advance. Please review guidelines for special situations: <https://travel.state.gov/content/travel/en/passports/need-passport/under-16.html> .
  - **Regardless of age, individuals applying for a passport must attend the appointment.**

□ **Determine your time frame and where you need to go for your passport service.**

- Please check the website for current processing times: <https://travel.state.gov/content/travel/en/passports/get-fast.html>
- **If you need your passport sooner than Expedited services allow, do not book an appointment at our facility.** Please look into urgent travel appointments at the Colorado Passport Agency.
- Remember that Routine and Expedited services are an estimated timeframe. Passport facilities may request additional information from the applicant which may extend processing time.
- We are not responsible if a passport is not issued to you within your desired time frame.

*This is an informal guide for individuals scheduling passport appointments at Red Rocks Community College. Passport fees, requirements, and timeframes change. Review [travel.state.gov](https://travel.state.gov) for the most up to date information.*

*– This document was last updated 11/24/21 –*