

## Helpful Hints when Applying for a United States Passport

### Where to get the needed information?

There are multiple ways to get a Passport.

1. Go to your local U.S. Post Office. If you live in an urban area, this is the easiest way to get an application and step-by-step instruction booklet.
2. Go on-line for an application and information a [www.usps.com/passport](http://www.usps.com/passport)
3. Call the Cincinnati Office 513-772-7479 to get an information packet with a Passport application and instruction sheet.

### What is needed to get a passport?

There are four main items.

1. Completed Passport application.
2. Know your Social Security number for application.
3. 2 Passport pictures. (See below for detailed information)
4. Certified birth certificate or current driver's license.

### Which application form do I need?

Depending upon the age of your camper, you'll need the following forms.

If your camper is under 14 years old, you will need two forms for your camper.

1. Application for Passport: DS-11
2. Statement of Consent: Issuance of a Passport to a Minor Under age 14: DS-3053

If your camper is over 14 years old, you will need one form.

1. Application for Passport: DS-11

### How much does it cost?

The U.S. Department of State gives the following costs (keep in mind *expediting* costs extra):

Age 16 and over is estimated at \$97.00

Age 16 and under is estimated at \$82.00

### Where do I get a Passport Picture?

There are multiple ways to get a passport picture.

- Most pharmacies (CVS, RiteAid)
- Department Stores (JCPenney, Sear's, Target's Photo Center)
- Local camera and photo shop
- FedExKinkos

### How long does it take to get my personal passport?

The U.S. Department of State *states* "At this time, we are processing routine applications within four to six weeks of receipt." Err on the conservative side and allow plenty of time.

### What is "expediting"?

If you *expedite* the passport process, you can expect to receive your passport in about 3 weeks. The extra cost for expediting the application is \$60.00, plus the application fee and an overnight delivery charge.