

# LSU OLINDE CAREER CENTER

## 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> 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 (may be 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>

- 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
- Please visit <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>*