

Representatives from the Atlanta Passport Agency will be on-site to process applications. No appointment is necessary, and applications will be processed on a first-come, first-serve basis.

All applicants must appear in person (including minors). Minors under the age of 16 must appear with both parents. If one parent is not available, a notarized DS-3053 Statement of Consent authorization from the absent parent is required, along with a photocopy (front & back) of the absent parent's ID.

All passport forms are available on [Travel.State.Gov/Passports](https://travel.state.gov/passports). Passport fees are as follows:

	Execution Fee (DS-11 Applications only)	Book Fee	Card Fee	Expedite Fee *optional	Express Mail Fee *optional
Adult	\$35	\$130	\$30	\$60	\$21.36
Minor (under age 16)	\$35	\$100	\$15	\$60	\$21.36

(Payments can be made via money order, personal check, or debit/credit card [payable to the US State Department] – no cash payments accepted).

*Passport turnaround/processing time in accordance with National Processing Times:

- 2-3 weeks for expedited applications
- 6-8 weeks for routine applications

Each applicant **must** bring their:

- completed DS-11 first-time or DS-82 renewal application (please read information pages),
- valid driver's license or student ID,
- proof of U.S. citizenship: a previously issued U.S. passport, original birth certificate, certificate of Naturalization/Citizenship,
 - Photocopied certificates are only acceptable for renewing applicants via the DS-11.
- front and back photocopy of the ID to be presented at the time of passport acceptance,
- passport photograph, measuring 2-by-2 inches, on a white background.
 - Passport photographs can be taken at the nearest CVS, Walgreens, or via campus facilities.

Photograph Requirements

Size and Image Specifications

The passport photograph must be 2 x 2 inches in size. The image size measured from the bottom of the chin to the top of the head (including hair) should not be less than one inch or more than 1 3/8 inches. Use a transparent plastic photo guide to verify.

The diagram shows a 2x2 inch square frame. A vertical dashed line represents the center of the face. A horizontal line at the top of the head is labeled '2 inches'. A vertical line on the left side from the chin to the top of the head is labeled '2 inches'. A vertical line on the right side from the chin to the bottom of the photo is labeled '1 inch to 1 3/8 inches'. A vertical line on the left side from the chin to the bottom of the photo is labeled '1 1/8 inches to 1 3/8 inches'.

- Printed on matte or glossy quality paper
- Be clear with no printer dots or smudges
- Have been taken within the past 6 months
- Photo must not be damaged or have any creases or holes, particularly around the face
- Digital photos must meet stated qualifications. They must not be grainy in appearance or digitally altered in any way.