



## **Passport Day at Brooklyn College!**

**Thursday, March 21, 2019**

**11:00AM - 3:30PM**

**1212 Boylan Hall**

All Brooklyn College faculty, staff, students, and members of the community may submit passport application documents right on campus. Representatives of the U.S. Department of State, New York Passport Agency will be in the IEGE office to review and accept passport applications. Completed applications, along with a passport photo and appropriate payment for a new passport or renewal should be brought to:

**1212 Boylan Hall**, between 11:00AM and 3:30PM on **Thursday, March 21, 2019**.

For information on where to obtain a passport photo, application, or money order, see below. You may also contact IEGE at 718-951-5189 or [www.brooklyn.cuny.edu/internationaleducation](http://www.brooklyn.cuny.edu/internationaleducation). For information on passport cards and passports for minors (under age 16), please visit [travel.state.gov](http://travel.state.gov).

### ***What You Need To Bring:***

Submit your completed application form (DS-11 for a new passport, or DS-82 for renewals) and the following additional documents. You can access the application at this website: [travel.state.gov](http://travel.state.gov).

### **• If this for a RENEWAL passport, you were over 16 in your last passport, it is less than 15 years old, and it is undamaged, you should bring:**

1. Completed, signed DS-82 application, available at [travel.state.gov](http://travel.state.gov).
2. Current passport.
3. Requirements 4 and 5 on page two.

### **• If this is your FIRST PASSPORT or you were UNDER 16 for your last passport, you should bring:**

1. **Completed, but unsigned, DS-11 application.**
2. **Evidence of U.S. Citizenship and a photocopy.**

Primary evidence of U.S. Citizenship (one of the following examples):

- A. Previously issued, undamaged U.S. Passport;
- B. Certified birth certificate issued by the city, county, or state; \*
- C. Consular Report of Birth Abroad or Certification of Birth;
- D. Naturalization Certificate;
- E. Certificate of Citizenship

\*A certified birth certificate has a registrar's raised, embossed, impressed, or multicolored seal; registrar's signature; full name of applicant; space for both parents' names; and the date the certificate was filed with the registrar's office, which must be within 1 year of your birth. Please note that some short (abstract) versions of birth certificates may not be acceptable for passport purposes.

**NOTE:** If you do not have primary evidence of U.S. citizenship or your U.S. birth certificate does not meet the requirements, please see Secondary Evidence of U.S. Citizenship. Examples of secondary evidence are: early public records, delayed birth certificates, letters of no record, birth affidavits, etc. More information on this can be found at:

[https://travel.state.gov/passport/get/secondary\\_evidence/secondary\\_evidence\\_4314.html](https://travel.state.gov/passport/get/secondary_evidence/secondary_evidence_4314.html)

### **3. Personal Identification and a photocopy of both sides.**

Personal identification must readily identify you with a photo and usually contains issue/expiration dates, name of issuing institution, and a signature. Examples of acceptable personal identification include:

- A. Current, undamaged U.S. passport;
- B. Recently issued Naturalization Certificate;
- C. Valid Driver's License or State ID;
- D. Current Government ID (city, state, or federal);
- E. Current Military ID (military and dependents)

In some cases a Brooklyn College ID may be acceptable, but this will be determined on a case-by-case basis.

### **ALL Applicants Also Need:**

#### **4. Payment**

\*If you are unsure of whether you need to apply for a new passport or for a renewal, it is suggested that you come with a blank check to be filled out upon processing.

- ***Adult First Time Applicants (Age 16 Years and Older)***  
Check or money order **only**, payable to *U.S. Department of State* for \$145. Routine service takes 4-6 weeks. You can optionally add an additional \$60 for expedited service (2-3 weeks), or an additional \$16.48 for overnight return mail.
- ***Adult Renewals (Age 16 Years and Older)***  
Check or money order **only**, payable to *U.S. Department of State* for \$110. Routine service takes 4-6 weeks. You can optionally add an additional \$60 for expedited service (2-3 weeks), or an additional \$16.48 for overnight return mail.

#### **5. One Passport Photo**

To avoid processing delays, be sure your photo meets all requirements and is properly submitted with your application. A full list of photo requirements can be found online at:

[https://travel.state.gov/passport/pptphotoreq/pptphotoreq\\_5333.html](https://travel.state.gov/passport/pptphotoreq/pptphotoreq_5333.html)

*We strongly recommend you use a professional passport photo service to ensure your photo meets all the requirements. Passport Photo Centers near Brooklyn College are listed on the following page.*

Passport photo must be:

- In color
- 2 x 2 inches in size
- Taken within the last 6 months
- Full face, front view. **DO NOT WEAR YOUR GLASSES.**
- On a plain white or off-white background
- Taken in normal street attire (some medical or religious exceptions may apply)

**Where to Buy Money Orders Nearby:**

**(You may only pay for your passport with a personal check or with a money order)**

<p>1. US Post Office – Vanderveer Station 2319 Nostrand Avenue, Brooklyn</p> <p><b>Phone:</b> (718) 377-8139 <b>Hours:</b> 9:00- 6:00</p>	<p>2. Chase Bank 1599 Flatbush Avenue, Brooklyn</p> <p><b>Phone:</b> (718) 859-5101 <b>Hours:</b> 8:30 - 6:00</p> <p><i>Only available to customers. Accepts cash or withdrawn from account. Purchase with any teller.</i></p>
<p>3. HSBC Bank 1545 Flatbush Avenue, Brooklyn</p> <p><b>Phone:</b> (800) 975-4722 <b>Hours:</b> 9:00- 5:00</p> <p><i>Only available to customers. Money is withdrawn from your account. Purchase with any teller.</i></p>	<p>4. Flatbush Check Cashing Inc. 1671 Bedford Avenue, Brooklyn</p> <p><b>Phone:</b> (718) 287-3345 <b>Hours:</b> 9:00- 5:00</p>
<p>5. Flatbush Federal Savings 2146 Nostrand Avenue, Brooklyn</p> <p><b>Phone:</b> (718) 677-4400 <b>Hours:</b> 9:00-5:00</p> <p><i>Only available to customers. Money is withdrawn from your account. Purchase with any teller.</i></p>	<p>6. Ridge Check Cashing Corporation 1021 Nostrand Avenue, Brooklyn</p> <p><b>Phone:</b> (718) 773-2121 <b>Hours:</b> 24/7</p>

**Where to Buy Passport Photos Nearby:**

- 1. 1 Hour Photo Studio**  
1542 Flatbush Avenue; Brooklyn, NY 11210  
(718) 859-9095 Hours: 10:00am - 7:30pm Monday – Thurs (Fri. 10-5; Sat. 10-3)
- 2. 1 Stop Photo Lab, INC**  
1579 Flatbush Avenue; Brooklyn, NY 11210  
(718) 258-2910 Hours: 8:00am - 9:00pm Monday – Friday (Sat. 9-8; Sun. 10-7)
- 3. Rite Aid #10575**  
2577 Nostrand Avenue; Brooklyn, NY 11210  
(718) 258-1812 Hours: 9:00am - 10:00pm Monday – Friday
- 4. Central Branch, Brooklyn Public Library**  
10 Grand Army Plaza; Brooklyn, NY 11210  
(718) 230-2100 Hours: 10:00am - 7:00pm Monday – Thurs (Friday - Sunday 10-5)

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