Apply for a Passport/Renew a Passport at the
University of Hartford/USPS® Passport Fair

University of Hartford and the United States Postal Service® have Teamed up to offer you a convenient and time-saving opportunity.

Date: Tuesday, November 14th, 2017
Time: 10:00a.m. - 2:00p.m.
Location: Gengras Student Union, Hawk Lounge, 2nd Floor

Documents needed for the passport fair:

**Application**
- First-time applicants must complete form DS-11.
- Renewal applicants must complete form DS-82.

**Evidence of Citizenship**
- First-time applicants must provide a certified long form birth certificate, a naturalization certificate or a consular report of birth abroad.
- Renewal applicants must provide their most recent passport.
- Photo copy of citizenship front and back single sided.

**Two Forms of ID**
- Driver’s license or state ID and work ID or student ID
- Passport-compliant photo
- Have a photo taken at the fair. Photo services will be available for $15.

**Payment**
- Checks or money orders only. No credit cards.
- First-time applicants must bring two checks or money orders:
  - One check or money order for the passport application fee made payable to “U.S. Department of State”
  - A second check or money order for the $25 execution fee – add $15 for a photo if applicable – made payable to “Postmaster”

**Adults:**

<table>
<thead>
<tr>
<th>Product</th>
<th>Form</th>
<th>Application Fee</th>
<th>Execution Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Passport Book</td>
<td>DS-11</td>
<td>$110</td>
<td>$25</td>
</tr>
<tr>
<td>Passport Card</td>
<td>DS-11</td>
<td>$30</td>
<td>$25</td>
</tr>
<tr>
<td>Passport Book &amp; Card</td>
<td>DS-11</td>
<td>$140</td>
<td>$25</td>
</tr>
</tbody>
</table>

**Children under the Age of 16:**

<table>
<thead>
<tr>
<th>Product</th>
<th>Form</th>
<th>Application Fee</th>
<th>Execution Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Passport Book</td>
<td>DS-11</td>
<td>$80</td>
<td>$25</td>
</tr>
<tr>
<td>Passport Card</td>
<td>DS-11</td>
<td>$15</td>
<td>$25</td>
</tr>
<tr>
<td>Passport Book &amp; Card</td>
<td>DS-11</td>
<td>$95</td>
<td>$25</td>
</tr>
</tbody>
</table>

- Renewal applicants must bring two checks or money orders:
  - One check or money order for the passport application fee made payable to “U.S. Department of State”
  - A second check or money order for $15 made payable to “Postmaster” for the optional passport photo

*Typical Processing Time for Passports is 4-6 Weeks*

For questions regarding Passports please contact The National Passport information line at 1-877-487-2778
Or visit Travel.State.Gov