

# Be prepared for your passport appointment

## Please read all information carefully.

We look forward to processing your passport application.

If you are not eligible for renewal or this is a first time passport, you must [apply with a DS-11](#) at our facility. Every applicant must appear in person and all minors (15 and younger) must appear with the parent(s)/legal gaurdian(s) listed on their birth certificate or adoption documents.



## Before you arrive:

- Complete a DS-11, Application for a U.S. Passport, with as much information as possible.
- Locate your proof of U.S. Citizenship (most often this is in the form of your **original birth certificate, original certification of naturalization or previously issued U.S. passport**). Possible alternatives may be [viewed online](#). You must bring the original document to your appointment.
  - Note: A hospital birth record (document often with baby's footprints) is not sufficient by itself. An acceptable birth certificate includes parental information and is signed by the city, county, or state registrar.
- Confirm you have sufficient photo identification (most often this is a fully-valid Michigan driver's license, a recent passport, or a certificate of naturalization). Applicants without a Michigan driver's license should be prepared to show at least two forms of photo identification (e.g. out-of-state driver's license, Michigan ID card, student ID, etc.); a full list of secondary IDs is [available online](#).
  - Note: If the name on your photo identification does not match the name on your birth certificate and/or DS-11, you may be asked to present additional documentation (e.g. marriage license, court orders, etc. ) to explain the difference.
- Ensure you are prepared to pay all appropriate fees. **Our facility can only accept payment by check or money order.** We advise you to bring two blank checks and complete them with your acceptance agent.
  - Payment #1: Made to the U.S. Department of State. Includes standard cost of a U.S. Passport and other potential processing fees including the expedite fee. [Current fees are available online.](#)
  - Payment #2: Paid to WMU. Includes the execution fee (\$35) and cost for photos (\$10). Please note that the photo fee is waived for **current** WMU students, faculty, and staff who present appropriate ID, but not for their families.
- If you do not want to pay for photos taken at our facility, please have a single, passport-sized photo taken before your appointment and ensure it meets all [State Department requirements](#).
  - Note: You may no longer wear glasses in your photo.
- Use the U.S. State Department's website as an additional resource for questions about [applying with minors \(15 and younger\)](#), [reporting a passport lost or stolen](#), and [more](#). Any questions that are not answered online should be directed to the National Passport Information Center at 1-888-874-7793.

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## Day of your appointment:

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- **Be sure to have all of the materials listed above. You must have originals.**
- Be on time to your appointment. Appointments are forfeited if the applicant is more than 15 minutes late.
- Be advised that our facility has moved and is now located on the 3rd floor of Faunce Student Services, room 3306, in the International Admissions and Services office. All buildings at Western Michigan University share the address 1903 W. Michigan Ave, so it is important to search for us by the building name. You can use WMU's [interactive map](#) to find our location, near WMU's Parking Services.
  - Note: There is metered parking available behind our building. Be sure to bring quarters, or have downloaded the [parkmobile app](#) if you do not have a WMU parking pass. Meters are monitored until 8 p.m.
- **Covid-19 Health Screening:** Anyone entering University buildings will need to answer the COVID questionnaire both the day before and again when they arrive for their appointment. WMU staff/ students/faculty can do this on GoWMU, but non-WMU applicants should fill out/submit the paper form or Word document. We will have paper forms available on the day of your appointment. Each person will get their temperature taken and again answer the same questions in order to be allowed in the office. If you have an elevated temperature, you will not be permitted to enter and will be asked to reschedule your appointment and possibly be referred to Sindecuse Health Center.
- Appointments generally last 15-20 minutes, per person, if you have come prepared.

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## After your appointment:

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- Our facility is responsible for checking the accuracy of your documents. Within 24 hours, we send your documents on to be processed elsewhere and cannot update applicants on the status of their application.
- Instead, you may use the Department of State's website to [track your application](#).

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## Note on renewals:

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- If you have previously been issued a passport, you may be eligible to renew by mail. You can [check your eligibility online](#). Please note that our facility is happy to take photos and answer questions about the DS-82, application to renew a US passport, but applicants are not required to appear in person and are individually responsible for mailing the application and its supporting documents to the appropriate processing facility.