



EAST TENNESSEE STATE  
UNIVERSITY

## PASSPORT SERVICES

**Hours of Operation:** Monday – Friday 9:00 a.m. – 2:30 p.m.

**Phone:** 423-439-7277 (PASS)

**Email:** [passport@etsu.edu](mailto:passport@etsu.edu)

**Website:** [www.etsu.edu/passports](http://www.etsu.edu/passports)

**Appointments:** Schedule Online via our website (**preferred**)  
Walk-ins & appointments by phone are available

**Location:** 400 J L Seehorn Jr Rd,  
Johnson City, TN 37614  
(Corner of Culp Center)

### First-Time Applications for Passports

- First-time applicants must use **Form DS-11**
- Applications can be completed online or printed and filled in legibly in **black ink**
- DO NOT SIGN the application
- All applicants must apply in person

### Renewal Applications for Passports

- Applicants meeting the requirements may renew by mail using **Form DS-82**
- Applications can be completed online or printed and filled in legibly in **black ink**
- Renewals are mailed by the applicant to the U.S. Department of State
- ETSU Passport Services is here to answer questions, assist in form completion and provide the passport photo service.

### Evidence of U.S. Citizenship

- Certified copy of birth certificate, or
- Previous U.S. Passport (except minors), or
- Certificate of Naturalization

### Identification

- Driver's License or State ID
- U.S. Military ID or Valid U.S. Passport

### Passport Photo

- **Fee: \$10.00.** One color passport photo required per applicant
- Passport photo service is available at ETSU Passport Services

### Fees

- Two separate payments are required at the time of application
- U.S. Department of State payment **must** be made by check or money order
- Payment to ETSU may be made by cash, credit/debit card, money order or check
- See back for specific Passport Book and Passport Card Fees



## ETSU PASSPORT SERVICES

### U.S. Passport Book

	Passport Fee Payable to Dept. of State	Acceptance Fee Payable to Acceptance Facility	Total Application Fee
<b>Adult: First-Time</b> (Age 16 and older)	\$130	\$35	\$165
<b>Adult: Renewal</b> (Applying- with DS-82)	\$130	\$0	\$130
<b>Minors</b> (Under age 16)	\$100	\$35	\$135

### U.S. Passport Card

	Passport Fee Payable to Dept. of State	Acceptance Fee Payable to Acceptance Facility	Total Application Fee
<b>Adult: First-Time</b> (Age 16 and older)	\$30	\$35	\$65
<b>Adult: Renewal</b> (Applying with DS-82)	\$30	\$0	\$30
<b>Minors</b> (Under age 16)	\$15	\$35	\$50

### U.S. Department of State

**Website:** <https://travel.state.gov>

### National Passport Information Center:

**Phone:** (877) 487-2778

**Hours:** Monday-Friday: 8:00 a.m. to 10:00 p.m. EST  
Saturday: 10:00 a.m. to 3:00 p.m. EST  
Excluding Federal Holidays

**Email:** [npic@state.gov](mailto:npic@state.gov)

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