Passport Day Details

Need a passport? Come to the OIP's Passport Day!

The Office of International Programs (OIP) at Notre Dame of Maryland University is teaming with representatives from the Arbutus Branch of the Baltimore County Public Library and the U.S. Department of State to offer passport services on campus. Passport Day will be held on Monday, October 5th in the Gallery of the Loyola Notre Dame Library from 1pm to 5pm and is open to Notre Dame of Maryland University and Loyola University Maryland students, faculty, staff, and alumni. For the event the Loyola Notre Dame Library will have free parking. Participants may have passport photos taken and apply for a new U.S. passport at this event.

You will need to bring the following with you to apply for a new U.S. passport:

- **Proof of U.S. citizenship** – Must be an original - Example: a certified birth certificate; Certificate of Naturalization; Certificate of Citizenship; Report of Birth Abroad
- **Proof of Identity and photocopy of the front and back of this document (on ONE page)** – Example: Undamaged U.S. Passport (if issued less than 15 years ago); Certificate of Naturalization; Certificate of Citizenship; Valid Military ID; valid Driver's License (plus a second photo ID if Driver’s License issued outside of Maryland/Virginia/Washington DC and a copy of the front and back of this second photo ID on one page)
- **1 color passport photograph** - two-inches square, taken within the last six months, sharp focus with a white background. These may be taken at Passport Day for $15.
- **A completed, but UNSIGNED passport application form** – You may complete the DS-11 Form ahead of time and bring it to Passport Day. It must contain no cross-outs, white-out, or errors of any kind, and must be completed in BLACK ink. We will have copies of the DS-11 at Passport Day. If you do not fill out this form until you get to Passport Day, be sure to review the questions on the form in advance so you are prepared to provide answers.
- **Payment** – Please see below for information about fees and payment options.
- **Please bring evidence in support of a name change, if applicable.**

Note: If you have a previously issued US passport book or US passport card, please bring it with you.

**Fees, to be paid by personal check or money order ONLY:**

- U.S. passport: $110 (payable to U.S. Department of State) + $25 execution fee (payable to the Baltimore County Public Library)
- Expedited US passport : $110 (payable to U.S. Department of State) + $60 expedited fee (payable to U.S. Department of State) + $25 execution fee (payable to the Baltimore County Public Library)
- Color Passport Photos: $15 (payable to the Baltimore County Public Library)

The Baltimore County Public Library’s returned check fee is $25. ALL FEES ARE NON-REFUNDABLE.

Current processing times for US passports are as follows:

- Routine: 4-6 weeks
- Expedited: 3 weeks (+ $60 fee)

If you are interested in renewing your U.S. passport, you can come to Passport Day to have official passport photos taken and pick up a DS-82 but you will mail in these documents yourself.

For additional information about applying for a new US passport, including special requirements for applicants under the age of 18, please visit [http://travel.state.gov](http://travel.state.gov)