PASSPORT APPOINTMENT AND WALK-IN CHECK LIST

Perimeter Campus Location
Clarkston Campus
Building CS, Parking Lot #1
555 North Indian Creek Drive
Clarkston, Georgia 30021

Atlanta Campus Location
(CURRENT GSU STUDENT, STAFF or FACULTY ONLY
Old Sun Trust Building
25 Park Place
Mail Room, Basement Level

NOTE: Navigation apps will not direct you to Clarkston Campus Lot 1, instead, use 495 N. Indian Creek Drive to navigate to the facility. Look for the BLUE LOT 1 SIGN on North Indian Creek Drive.

All the below MUST be completed before entering the passport facility.

STEP 1: GATHER YOUR DOCUMENTS-
☐ Obtain your ‘ORIGINAL’ or ‘Certified Copy’ of your Evidence of Citizenship. (Birth Certificate, Original Certificate of Naturalization or Citizenship, or Original Report of Birth Abroad Certificate. Before booking appointment OR walking in.

STEP 2: BEFORE YOU GO-
☐ Complete form DS-11 New Passport Application
☐ Typed or Black Ink ONLY
☐ Print pages 1-2 on separate sheets of white 8.5 x 11 paper, bring completed application with you to passport facility.

STEP 3: BEFORE YOU GO-
☐ Make a FRONT AND BACK PHOTOCOPY of your evidence of U.S. Citizenship document and your valid Government Issued ID. (black and white copies preferred)

Only copy the back of your Evidence of U.S. Citizenship if information is written/stamped on the back of the document.

☐ Bring ‘both’ the original and photocopies of the above documents to your interview.
You must submit the original and photocopies of citizenship documents to apply for a U.S. passport.

STEP 4: CALCULATE YOUR FEES-
☐ *Bring a check or money order to pay U.S. Department of State fees. (One Check/Money Order for each application)
☐ Execution fee ($35) and **Photo fee ($15) is PAID SEPARATELY with cash or card only.

Passport Photos are available on site:
Applicants who wish to provide their own photo must follow the U.S. Department of State guidelines.
Georgia State University Passport Services reserves the right to refuse passport photos that may not appear current, do not look to be a true likeness of the applicant, or do not follow one or more of the U.S. Department of State passport PHOTO GUIDELINES.

*Scan code to see fee chart or visit travel.state.gov for more information.
**Photo fee ($5 If Current Study Abroad Participant)