



**June 13 & 14, 2024**  
**By Appointment Only**

PLEASE BE PROMPT FOR YOUR APPOINTMENT.  
Late arrival may result in being seen at a later time slot  
or not receiving service altogether.

Please check-in at the **Appointment Check-In Area**.  
You will need full name and email address used for making the appointment.

### **What to Bring to Your Appointment**

1. Completed passport application for each applicant. Forms can be filled out and printed from <https://travel.state.gov/content/travel/en/passports/how-apply/forms.html>
2. Proof of U.S. citizenship  
<https://travel.state.gov/content/travel/en/passports/how-apply/citizenship-evidence.html>
3. Photo Identification and clear, single-sided copy of the front and back of the ID  
<https://travel.state.gov/content/travel/en/passports/how-apply/identification.html>
4. Passport Photos  
<https://travel.state.gov/content/travel/en/passports/how-apply/photos.html>
5. For Minors Under 16 – Personal appearance of the Minor and Parental Consent required.  
<https://travel.state.gov/content/travel/en/passports/need-passport/under-16.html>
6. Minors Aged 16 and 17 must appear in person.  
<https://travel.state.gov/content/travel/en/passports/need-passport/16-17.html>
7. Passport application fees. Checks, Bank Drafts, or Money Orders accepted, payable to **U.S. Department of State**. Please check attached flyer and fee chart. NO CASH or Credit Cards will be accepted at the event.

### **To Cancel Your Appointment**

If you no longer need your appointment, please cancel it so it can be used by another customer. It can only be cancelled by following these steps.

1. Using the confirmation email you received, click on **“Reply.”**
2. In the **“Subject”** field, please type **“Cancel Appointment.”**
3. Press **Send** on your email message.



# PASSPORT APPLICATION ACCEPTANCE EVENT

**DATE:** Thursday, June 13, 2024

**TIME:** 8 a.m. — 1:30 p.m.

**LOCATION:** Keiser University  
Lakeland Campus  
2400 Interstate Dr.  
Lakeland, FL 33805

Friday, June 14, 2024

8 a.m. — 1:30 p.m.

Keiser University  
Orlando Campus  
5600 Lake Underhill Rd.  
Orlando, FL 32807



[pptforms.state.gov](https://pptforms.state.gov)

**WE ACCEPT:** Checks, Bank Drafts, or Money Orders

## FIRST TIME APPLICANT

Visit [travel.state.gov/applyinperson](https://travel.state.gov/applyinperson) for more information on fees.

Bring with you:

- Completed, printed application (DS-11)
- Citizenship evidence and a photocopy (original)
- U.S. birth certificate or Naturalization Certificate)
- Passport photo (2x2, take in the last 6 months)
- Valid photo ID and photocopy of front & back (Drivers License, State or Military ID card, etc.)
- Payment

## MINORS (15 AND UNDER)

Visit [travel.state.gov/passport/children](https://travel.state.gov/passport/children) for more information on fees.

Bring with you:

- Completed, printed application (DS-11)
- Citizenship evidence and a photocopy (original U.S. birth certificate or Naturalization Certificate)
- Both parents valid photo IDs and photocopy of front & back (Drivers License, State or Military ID card, etc) and your child
- Passport photo (2x2, take in the last 6 months)
- Payment





# United States Passport Fees

Acceptable forms of payment include: Checks, Bank Drafts or Money Orders

Payable to: "U.S. Department of State"

| ADULT APPLICANTS<br>(Age 16 Years and Older)   |          | SERVICE                         |                                |
|--|----------|---------------------------------|--------------------------------|
|  |          | Expedite<br>(2-3 weeks by mail) | Routine<br>(6-8 weeks by mail) |
| What are you applying for?   | Use Form | Total                           | Total                          |
| First-time Adult Passport Book   | DS-11    | \$225                           | \$165                          |
| First-time Adult Passport Card<br><i>NOT valid for international AIR TRAVEL. Valid only for travel by land and sea to/from Canada, Mexico, Bermuda, and the Caribbean.</i> | DS-11    | \$125                           | \$65                           |
| First-time Adult Passport Book & Card  | DS-11    | \$255                           | \$195                          |
| Adult Passport Card<br><i>For applicants who currently have a valid passport book.</i>   | DS-82    | \$90                            | \$30                           |
| Renewal – Adult Passport Book  | DS-82    | \$190                           | \$130                          |
| Renewal – Adult Passport Card  | DS-82    | \$90                            | \$30                           |
| Renewal – Adult Book & Card  | DS-82    | \$220                           | \$160                          |

| All Minor Applicants (Under Age 16)<br>First-time AND Renewal   |          | SERVICE                         |                                |
|---|----------|---------------------------------|--------------------------------|
|   |          | Expedite<br>(2-3 weeks by mail) | Routine<br>(6-8 weeks by mail) |
| What are you applying for?  | Use Form | Total                           | Total                          |
| Minor Passport Book   | DS-11    | \$195                           | \$135                          |
| Minor Passport Card<br><i>NOT valid for international AIR TRAVEL. Valid only for travel by land and sea to/from Canada, Mexico, Bermuda, and the Caribbean.</i> | DS-11    | \$110                           | \$50                           |
| Minor Passport Book & Card  | DS-11    | \$210                           | \$150                          |

| OPTIONAL FEES           |   |                |
|-------------------------|---|----------------|
| <b>1-2 Day Delivery</b> | Paid per application for 1-2 day delivery of an issued passport book from the Department of State to the customer. Only applies to mailing addresses within the United States. 1-2 day delivery is not valid for passport cards.                                | <b>\$19.53</b> |
| <b>File Search Fee</b>  | A file search is necessary when an applicant is unable to present evidence of U.S. citizenship or verification of a previously issued U.S. Passport or Consular Report of Birth Abroad. Applicant must submit Form DS-11 and written request for a file search. | <b>\$150</b>   |