

University of
Alabama
Passport
Acceptance
Facility



Division of
Finance and Operations
Campus Mail Service



HERE

UA Passport Acceptance Facility

Address

325 Kirkbride Lane
Tuscaloosa, AL 35401

In the UA Printing and Mailing Facility

We recommend using Google Maps, not Apple for accurate location

Parking

Limited parking is available in front of the building. Note that the red-lined spaces are paid parking opportunities accessed through the Park Mobile App. The majority of passport office visits take 30 minutes or less.



Robert E. Witt
Student Activity
Center

Presidential
Village I

Presidential
Village II

North
Substation

The Highlands

The Highlands
Commons Building

B
C
D
E
F
G

Randall Way

Smart C
and Innov

Abercrombie Ln

Riverside
North

Riverside
West

Riverside
East

Riverside
Commons

Riverside
Parking Deck

Printing and Mail
Services Facility

Kirkbride Ln

Randall Way

Hackberry Ln

Old Hackberry Ln

Kirkbride Ln

Hackberry Ln

National Water
Center

Psychology Building

Alabama Innovation
and Mentoring of
Entrepreneurs Center
(AIME)

Shelby Ln

Hackberry
Blvd

Services Offered

- New Passport Applications
 - All ages
- Passport Renewals
 - When a renewal cannot be completed by mail
- Passport Photos



Passport Renewals by Mail

Renew by mail if you respond "Yes" to all statements below about your most recent passport:

- I can submit it with my application.
- It is not damaged (other than normal [wear and tear](#)).
- I have never reported it lost or stolen.
- It was issued within the last 15 years.
- It was issued when I was age 16 or older.
- It was issued in my current name, or I can provide another document such as a marriage certificate or divorce decree that is evidence of my name change.
- It was not limited to less than the normal 10-year period of validity because I've lost multiple passports or I've had multiple damaged passports.

If you do not meet these requirements to renew, you will need to renew in person with a DS-11 form.



Filling out Passport Application (DS-11)

- Complete your passport application (DS-11) at <https://pptform.state.gov/>
 - Complete all sections of your form including entering your correct Social Security number. Do not leave anything blank.
 - Print your application
 - DO NOT SIGN the application
- We will have computers at the Passport Facility

About the Applicant

First Name: *

BIG AL

Middle Name:

Last Name: *

ALABAMA

Suffix:

Date Of Birth (MM/DD/YYYY): * ?

01/01/1975

City Of Birth: * ?

TUSCALOOSA

Country Of Birth: * ?

UNITED STATES

State/Territory Of Birth: * ?

AL - ALABAMA

Social Security Number: * ?

111-11-1111

Gender: * ?

M F X

Changing Gender Marker? ?

Yes

Height: *

Feet: 5 Inches: 6

Hair Color: *

GRAY

Eye Color: *

BLUE

Occupation: * ?

MASCOT

Employer or School: ?

UNIVERSITY OF ALABAMA

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Contact Information

Where should the passport be mailed?

Note: Please complete this section with a mailing address even if you are picking up your new passport directly from a passport agency.

Mailing Address Line 1: Street Address/RFD#, PO Box, or URB *

Address Line 2: (Include Apartment, Suite, etc.) ?


City: *

Country: *

State: *

Zip Code: *

Preferred Method of Communication

Preferred Method of Communication * 

Mail Email Both

Your Email Address

Email Address: * 

BIGAL@UA.EDU


Confirm Email Address: * 

BIGAL@UA.EDU

Your Phone Number

Phone Number Type:
(no dashes):


2053480001 Home Work Cell

 Add Another Number

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Who should we contact in case of an emergency?


First & Last Name: 

NICK SABAN


Street Address/RFD# Or PO Box: 


123 GOAT DR


Apt/Suite#:

City: 


TUSCALOOSA

State: 


AL - ALABAMA 

Zip Code: 

35401

Telephone Number (no dashes): 

205348XXXX

Relationship to Applicant: 

FRIEND

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Your Most Recent Passport

Have you been issued any of the following? *

- Passport Book Passport Card Both None

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Applicant's Parent & Spouse Information

Note: Please fill in as much information as you know.

If completing as a **THIRD PARTY** or **PARENT OF MINOR**, complete the form in the context of the applicant **NOT** yourself.

Mother/Father/Parent Of Applicant Unknown

First & Middle Name (at Parent's Birth): *

PAPPA

Last Name (at Parent's Birth): *

ALABAMA

**LAST NAME AT BIRTH,
NOT CURRENT!**

Date Of Birth (MM/DD/YYYY): ?

01/01/1950

Place Of Birth: ?

TUSCALOOSA, AL

Gender: *

M F X

U.S. Citizen: * ?

Yes No

Mother/Father/Parent Of Applicant Unknown

First & Middle Name (at Parent's Birth): *

MAMMA

Last Name (at Parent's Birth): *

ALABAMA

**LAST NAME AT BIRTH,
NOT CURRENT!**

Date Of Birth (MM/DD/YYYY): ?

06/01/1955

Place Of Birth: ?

NORTHPORT, AL

Gender: *

M F X

U.S. Citizen: * ?

Yes No

Spouse Of Applicant

Has Applicant Ever Been Married? * ?

Yes No

Applicant's Spouse's Or Former Spouse's Full Name: * ?

Date Of Birth (MM/DD/YYYY): * ?

Place Of Birth: * ?

U.S. Citizen: * ?

Yes No

Date Of Most Recent Marriage (MM/DD/YYYY): * ?


Has applicant ever been widowed or divorced? * ?

Yes No

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List all other names you have used.

Other Names 

Other First Name:

Other Last Name:

 Add Another Name

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Personal Application Review

Check your information before printing your form. Making handwritten changes will slow down our processing of your form.

Name Provided: **BIG AL ALABAMA**

 Edit

Date Of Birth: **01/01/1975**

Place Of Birth: **TUSCALOOSA, AL**

Social Security Number: **111-11-1111**

Gender: **Male**

Changing Gender Marker? **False**

Height: **5FT. 6IN.**

Hair Color: **GRAY**

Eye Color: **BLUE**

Occupation: **MASCOT**

Employer: **UNIVERSITY OF ALABAMA**

Mailing Street Address: **123 CHAMPIONSHIP WAY**

 Edit

Mailing Street Address 2:

City: **TUSCALOOSA**

Country: **USA**

State: **AL**

Zip Code: **35401**

In Care Of:

Permanent Address Same As **Yes**

 Edit

Mailing Address?:

Email Address: **BIGAL@UA.EDU**

 Edit

Work Phone: **2053480001**

Date Of Trip:

 Edit

Return Date from Trip:

Countries To Be Visited:

Emergency Contact: **NICK SABAN**

 Edit

Relationship: **FRIEND**

Street Address : **123 GOAT DR**

Apartment Number:

City: **TUSCALOOSA**

State: **AL**

Zip Code: **35401**

Contact Phone: **205348XXXX**

Have Passport Book: **No**

 Edit

Have Passport Card: **No**

 Edit

Name Of Mother/Father/Parent: **PAPPA ALABAMA**

 Edit

Mother/Father/Parent Date Of Birth: **01/01/1950**

Mother/Father/Parent Place Of Birth: **TUSCALOOSA, AL**

Mother/Father/Parent Gender: **Male**

Mother/Father/Parent U.S. Citizen: **Yes**

Name Of Mother/Father/Parent: **MAMMA ALABAMA**

 Edit

Mother/Father/Parent Date Of Birth: **06/01/1955**

Mother/Father/Parent Place Of Birth: **NORTHPORT, AL**

Mother/Father/Parent Gender: **Female**

Mother/Father/Parent U.S. Citizen: **Yes**

Married: **No**

 Edit

Other Names:

 Edit

Once you have reviewed your information, please continue and follow the steps to finish the process.

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OPTIONS



Passport Book, Passport Card
or Both



Routine or Expedited Service



Standard Delivery or 1-2 day
delivery

Passport Products and Fees

Travel Document For BIG AL ALABAMA

Passport Options

Passport Book (\$130): [?](#) \$130

Large Book (Non-Standard)

This large book is only for frequent international travelers who need more visa pages.

Passport Card (\$30): [?](#)

The U.S. Passport Card **CANNOT** be used for international air travel. This travel document can be used to enter the United States from Canada, Mexico, the Caribbean, and Bermuda at land border crossings or sea ports-of-entry.

Passport Book & Card (\$160): [?](#)

Processing Methods

Routine Service (FREE): [?](#) \$0

Expedited Service (\$60): [?](#)

Expedited at Agency Service (\$60): [?](#)

NOTE: Most international residents must select Routine Service. Canadian residents who are renewing may select either Routine or Expedited Service. International residents who are traveling in three weeks or less should make an appointment at their country's embassy or consulate to apply.

Delivery Methods

Passport Book

Standard Delivery (FREE): [?](#) \$0

1-2 Day Delivery (\$19.53): [?](#)

NOTE: 1-2 Day Delivery is not available outside the United States.

Additional Fees

File Search (\$150): [?](#)

Execution (Acceptance) Fee: [?](#) \$35

Total Payable to "Department of State"	\$130.00
Payable to your acceptance facility	\$35.00
Total	\$165.00

OPTIONAL: "1-2 day delivery" means you will receive your passport 1-2 days after it is complete and ready to ship.

THE TOTAL PAYABLE TO THE "DEPARTMENT OF STATE" SHOWN IN THE BLUE BOX WILL DEPEND ON YOUR CHOICES (ROUTINE OR EXPEDITED SERVICE, PASSPORT BOOK AND PASSPORT CARD, DELIVERY METHOD CHOSEN, ETC.)

THIS AMOUNT MUST BE PAID WITH A CHECK OR MONEY ORDER, PAYABLE TO THE "DEPARTMENT OF STATE".

DO NOT INCLUDE THE \$35 EXECUTION FEE IN YOUR CHECK OR MONEY ORDER. THE EXECUTIN FEE WILL BE PAID TO THE UNIVERSITY OF ALABAMA, ALONG WITH APPLICABLE PHTO FEES.

Next Steps

After reading and acknowledging your understanding of the instructions, you will be ready to print your Passport form(s).

DS-11: Application for a U.S. Passport
OMB CONTROL NO. 1405-0004
EXPIRATION DATE: 04-30-2025
ESTIMATED BURDEN: 85 MIN

Paperwork Reduction Act Statement

Public reporting burden for this collection of information is estimated to average 85 minutes per response, including the time required for searching existing data sources, gathering the necessary data, providing the information and/or documents required, and reviewing the final collection. You do not have to supply this information unless this collection displays a currently valid OMB control number. If you have comments on the accuracy of this burden estimate and/or recommendations for reducing it, please send them to: U.S. Department of State, Bureau of Consular Affairs, Passport Services, Office of Legal Affairs and Law Enforcement Liaison, 44182 Mercure Cir, P.O. Box 1227, Sterling, Virginia 20166-1227.

1 How to Submit Your Form(s)

Inside the United States:

You must appear in person at an Acceptance Facility or a Passport Agency with your DS-11.



Locate a Facility or Agency nearest you.

Locate

Outside the United States:

Please check your nearest [U.S. embassy or consulate's website](#) for instructions on how to submit your application.

2 What to Submit With Your Form(s)



One Recent Passport Photo

[Click here](#) to view details on submitting a passport photo



Correct Passport Fees

Total payable to "U.S. Department of State": \$130.00

Payable to your acceptance facility: \$35.00

Your total passport fees are: \$165.00

See the [Passport Fees](#) for more information.



Proof of U.S. Citizenship

Birth Certificate, Certificate of Naturalization, Consular Report of Birth Abroad, Citizenship Certificate or a previous U.S. passport. See Section 2 of [How to Apply in Person for a Passport](#).



Proof of Identity

Valid Photo ID, like a Driver's License. [Click here](#) for more information on submitting Proof of Identity

3 Print Your Form(s).

DO NOT sign your DS-11 (Application for a U.S. Passport)

Printing Instructions:

1. Print on *SINGLE-SIDED PAPER*. We cannot accept double-sided forms.
2. Compare your printed form to what appears on your screen.
3. Make sure all data blocks and the barcode appear clearly and in the same format.
4. If there are any distortions, smudges, missing blocks or data, or fading, it may be due to variations in printer types, printer drivers, or low-ink levels.
5. If you cannot correct these problems after checking your printer, do not submit the form.
6. Instead, download a blank form from our [Passport Forms](#) page and complete it by hand in black ink.

I have read and acknowledged the steps and information contained above.

1. Print Form

This will generate your passport form(s) as a .pdf file. Review the .pdf file for accuracy and completeness. Do not make handwritten changes on your form(s). If there is an error, please start a new application.

[Print Form](#)

* [Adobe Acrobat](#) is required

2. Exit and Start New Form


This will delete any information you have typed in and return you to the beginning of the online process so you may complete another form.

[Start New Application](#)

PRINT BUT
DO NOT SIGN

Prepare for your Passport Office Visit

You will need:

- Printed DS-11 application
 - **DO NOT SIGN THIS YET**
 - Identification
 - To show agent
 - Proof of citizenship
 - Original
 - Fees (Application, execution and photo fee)
- 

Identification

One of the following is required:

- In-state driver's license or enhanced driver's license with photo (non-expired)
- If an out-of-state license: bring a 2nd form of ID (Such as, physical student ID, social security card)
- US Military or dependent ID
- US Permanent Resident Card (Green Card)

Proof of Citizenship

One of the following is required:

- **Original** Birth Certificate with a Seal
- Certificate of Naturalization
- Certificate of Citizenship
- Certification of Birth (Birth Abroad)

Mailing Tip

If you are having someone send you your required proof of citizenship:

Send the items through a service that **provides package tracking** (not just through the mail with a stamp).

If a UA student mailing to Campus:

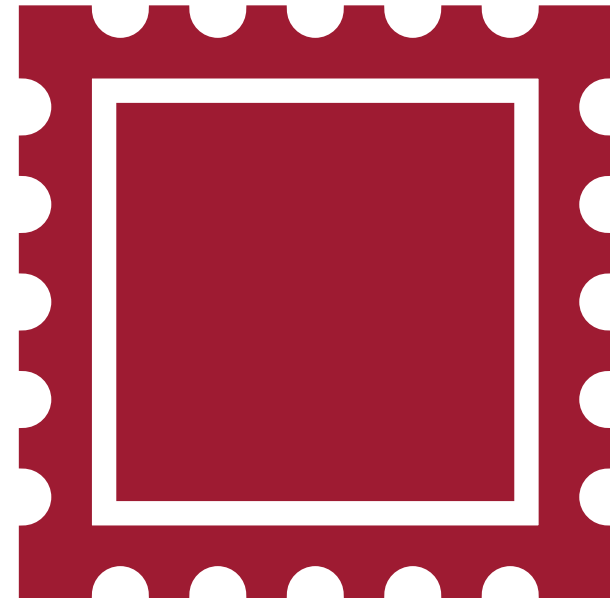
- Use the correct address

Student's Enrolled Name

MSC # _ _ _ _ _

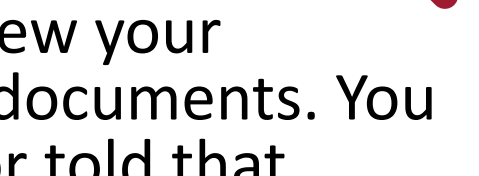
1831 University Station

Tuscaloosa, AL 35487-0002





What to expect at your Passport Office Visit

- 
- A Passport Agent will review your application and required documents. You may be asked questions or told that information is missing or otherwise not acceptable so they may be corrected on a new application.
 - The Agent will copy your identification and take the original proof of citizenship to include with your application.
 - An Agent will take your passport photo if you opt for that service.
 - The Passport Agent read you the required oath and have you sign your application.

Passport Photo



THE PHOTO WILL BE TAKEN WITH A WHITE BACKGROUND. WE RECOMMEND NOT WEARING A WHITE SHIRT.



YOU MAY NOT WEAR A BUSINESS OR GOVERNMENT UNIFORM FOR YOUR PHOTO.



HEAD COVERINGS ARE NOT ALLOWED EXCEPT FOR RELIGIOUS OR MEDICAL PURPOSES (AFFIDAVIT REQUIRED).



EYEGASSES MAY NOT BE WORN IN YOUR PASSPORT PHOTO.



YOU MAY SMILE MODESTLY.

What to Expect After your Appointment



Track your passport status: <https://travel.state.gov>



Currently, it's taking 4-6 weeks for passports to be processed with routine service and 2-3 weeks for expedited service (not including mailing time). This can change at any time, but the estimated processing time is listed on travel.state.gov/passports.



Your original proof of citizenship document will be returned to you through the mail and will arrive separately from your passport, normally 2 weeks after your passport is received.

- Have your required documents sent to you if you don't already have them! This may involve contacting the health department where you were born to purchase an "original" birth certificate or ordering through a company that provides vital records.
- Passports expire in 10 years (for adults)
- Some countries require that your passport be valid for a period of time before (or after) you travel there. Always look up the specific requirements before you book your travel.
- When traveling (particularly on a cruise) do not let them stamp your book as a souvenir. This invalidates your passport for travel.

Tips

Contact



PASSPORTS@UA.EDU



(205) 348-2054



CAMPUSMAIL.UA.EDU/PASSPORTS