



OFFICE OF
INTERNATIONAL SERVICES



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PASSPORT ACCEPTANCE FACILITY

- Passport photos
- Full-service U.S. passport assistance
- Online appointment scheduling
- Open to the public

Learn more at
passport.indiana.edu





PASSPORT

ACCEPTANCE FACILITY

How is this different from the U.S. Post Office?

- Basically, we do the same things, but we serve as another passport acceptance facility for IU and the Bloomington area
- We offer online appointment scheduling
- We are not open weekends
- We are available for fairs and other events on campus



PASSPORT

ACCEPTANCE FACILITY

How much does it cost to get a passport?

And can it be charged to IU?

- Standard passport application fee: \$110
- Execution fee (for the acceptance facility): \$25*
- Photos: \$12.95 + sales tax
- Bursar billing available for IU students; no direct departmental billing for employees (reimbursement after-the-fact)
- Additional fees for expedited processing, shipping

*Execution fee increases to \$35 on April 2, 2018!



PASSPORT

ACCEPTANCE FACILITY

Do IU faculty & staff have to use the IU facility?

- No. You can visit any designated acceptance facility:
<https://iafdb.travel.state.gov/>
- Conveniently located on campus and staffed by IU employees
- General public and families of faculty & staff welcome



PASSPORT
ACCEPTANCE FACILITY

What if I just need to renew my U.S. passport?

- Renewals require a different application
- We quickly review your application and take your photos
- Mail your application from our facility



PASSPORT
ACCEPTANCE FACILITY

What if I need to apply for a visa to travel to another country, can you help with that?

- We only accept applications for a U.S. passport
- We can take photos for your visa application and send them to you digitally for an additional fee
- However, IU Purchasing has a contract for a service that helps to expedite foreign visa applications:

CIBT visas

- Discount on passport and visa expediting services for all IU faculty, staff and students
- Acceptable payment methods for CIBT = P-Card, Travel Management Meeting Card (for student group travel), and personal credit/debit card
- For U.S. passport, CIBT should only be used when imminent departure does not allow for standard processing time

<http://www.indiana.edu/~purchase/contract/ProfessionalServices/CIBT.php>





PASSPORT

ACCEPTANCE FACILITY

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Location

Poplars Building 221

Mon-Thurs

8:30 a.m. – 4:30 p.m.

Friday

9 a.m. - 4:30 p.m.

