

U.S. Passport Information



You must obtain a current United States passport to travel abroad. Even if your travel is limited to Canada or Mexico, it is important that you have a valid passport. **The first order of business for any international DiscipleTrip is to promptly initiate the passport application because processing may take up to three months.** Below you will find pertinent information and links to help you get started.

GENERAL INFORMATION:

- **Adult passports** (16 years and older) are good for 10 years and cost \$130. Be sure to check your expiration date. If it falls within 6 months of your travel dates, most countries will consider it expired and you will need to get it renewed!
- **Minor passports** (under 16 years at issue) are good for 5 years and cost \$100. **A minor's passport will require both living parents to be present with child when you apply.**
- **Processing Time** is estimated between 8 to 11 weeks. Expedited processing is available and shortens the processing time from 5 to 7 weeks, but it will cost an additional \$60. The sooner you start the better!

WHAT YOU'LL NEED:

1. **Certified Birth Certificate:** (be aware that a hospital 'notification of birth' will not suffice). **It must have the imprinted, raised or embossed seal of the registrars' office. Photocopies will be rejected.**
2. **Identification:** You have to prove your identity with a document like a current driver's license, previous passport, or government identification card.
 - The following **will not** be accepted as identification: social security card, learners or temporary drivers permit, credit cards, membership card, etc.
3. **Official Passport Photos:** Can be obtained at places like Kinkos, UPS/FedEx and some Wal-greens or CVS stores. **Please note that your application will be rejected if your photos are unacceptable (wrong size, orientation, etc.) and this will delay your application process.**

WHERE TO START:

Adult Passports: <https://travel.state.gov/content/travel/en/passports.html>

Children 16 to 18: <https://travel.state.gov/content/travel/en/passports/need-passport/16-17.html>

Children 15 or younger: <https://travel.state.gov/content/travel/en/passports/need-passport/under-16.html>

Find a nearby location for an In-Site Passport **Acceptance Facility** <https://iafdb.travel.state.gov/>

This facility is typically a U.S. Post Office and will charge a separate fee of \$35.00. **NOTE:** Payment must be in the form of a **PERSONAL CHECK or MONEY ORDER only** (No Debit/Credit Cards) made payable to: U.S. Department of State.

Once your passport arrives, please **update your Managed Missions account** and **send us a copy of the passport photo page** so we can double check. Then take a deep breath and relax knowing this important task is done!

Please don't let the passport process overwhelm or intimidate you. Just follow the steps and soon you'll have an important document that will allow you to travel the world for the next 10 years! It's worth it!! If you have any problems, please contact our office and know we're here to help.

