

PASSPORT FAQs?



DO I NEED A PASSPORT?



TIME



APPLY



RENEW



BLANK PAGES



VALIDITY



TRAVELING WITH A FOREIGN PASSPORT



DO I NEED A PASSPORT?

If you are traveling internationally via air, **you need a valid passport**. U.S. airline and airport officials and the receiving country will check to ensure that you have a valid passport.



TIME: HOW LONG DOES IT TAKE TO RECEIVE A PASSPORT?

Standard processing takes **between 6 and 8 weeks**. Expedited processing takes approximately **4 weeks**. Processing times may vary so it's a good idea to check the State Department website before submitting your application:

<https://travel.state.gov/content/travel/en/passports/requirements/processing-times.html>



HOW DO I APPLY FOR A PASSPORT?

- Submit an original proof of citizenship
 - Present proof of identify
 - Take a photo
 - Complete form DS-11, but do not sign
 - Pay fees
 - Submit in person at nearby Post Office
- **Acceptable proofs of citizenship—only need one of the following:**
 - U.S. Birth Certificate
 - Consular Report of Birth Abroad
 - Certificate of Naturalization/Citizenship
 - Previous U.S. passport (can be expired but must not be damaged)
 - **Acceptable proofs of identity**
 - Valid Driver's License (plus another ID if issued in a state **different from** where you apply)
 - Undamaged U.S. passport
 - Certificate of Naturalization
 - Valid government ID (city, state, federal, military)
 - **Taking a photo**
 - Two 2 x 2 inches in color on thin photo quality paper
 - Background must be white
 - No headgear, including glasses, unless for religious or medical purposes (submit a statement with explanation for acceptable headgear)



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- Places that take photos
 - United States Postal Service Office
 - UPS Store
 - FedEx Office
 - Any local drug stores that takes Passport Pictures (i.e. CVS, Walgreens, Costco)
- **Complete DS-11 form**
 - Available at <https://pptform.state.gov>
 - Requires Social Security Number
 - Printer needed—can complete online, but you must print it out and submit it in person
- **Make Payments**
 - Need personal check or money order (some places also take cash, call ahead to check)
 - Passport fee and execution fee are two separate payments
 - Minor Passport Book (under 16 years old): passport→\$80 payable to **Department of State** and execution fee→\$25 payable to the acceptance facility
 - Adult Passport Book (16 years old and older): passport→\$110 payable to **Department of State** and execution fee→\$25 payable to the acceptance facility
- **Submit in person, nearby locations include:**
 - Submit in person to a nearby USPS Office.
You can search for locations near you at <https://iafdb.travel.state.gov>
- **Under Age 16:**
 - Both parents/guardians must authorize the issuance of the child's passport if under the age of 16 years old. The best way to do this is for both parents/guardians to go with the child in person to apply for the passport. If both parents are not available, see next steps here:
<https://travel.state.gov/content/passports/en/passports/under-16.html>



HOW DO I RENEW A PASSPORT?

- Make sure that your passport is renewable by mail (see *below*)
- Complete form DS-82
- Take a photo
- Pay fees
- Mail application with payment and photos
- **You can renew a passport by mail if:**
 - Your undamaged passport can be submitted with your application
 - You received your passport within the past 15 years
 - You were at least 16 years old when you were issued the passport
 - Your passport has your current name, or you can provide legal documentation of your name change
 - If any of the above statements do not apply to you, you must **Apply in Person** using form DS-11 but do not sign until instructed to by a passport agent.



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- **Form DS-82**
 - Available at <http://eforms.state.gov/Forms/ds82.pdf>
 - Complete in black ink
- **Taking a photo**
 - Two 2 x 2 inches in color on thin photo quality paper
 - Background must be white
 - No headgear, including glasses, unless for religious or medical purposes (submit a statement with explanation for acceptable headgear)
 - Places that take photos
 - United States Postal Service Office
 - UPS Store
 - FedEx Office
 - Any local drug stores that takes Passport Pictures (i.e. CVS, Walgreens, Costco)
 - Staple photo to DS-82
 - Make your \$110 check or money order payable to the **Department of State**
 - Send everything (old passport, DS-82 with photo, fees) in a padded, weatherproof and tracked envelope to:
National Passport Processing Center | P.O. Box 90155, Philadelphia, PA 19190
 - If any of the above statements do not apply to you, you must **Apply in Person** using form DS-11.



HOW MANY BLANK PAGES SHOULD MY PASSPORT HAVE?

Passports are issued with **17 blank pages** to be used for visas and country entry/exit stamps. Some countries require that your passport has two to four blank visa/stamp pages. Some airlines will not allow you to board if this requirement is not met.



HOW LONG IS MY PASSPORT VALID?

If your U.S. passport was issued when you were 16 years old or older, your passport is valid for 10 years. If your U.S. passport was issued when you were 15 years old or younger, your passport is valid for 5 years. Most countries require that a passport be valid for at least six months beyond the completion of a trip. If your passport expires sooner than that, you must apply to renew your passport.

Example: If you are planning to travel to South Africa in June and return to the U.S. in July, your passport must be valid through January of the following year.



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- Documents you will need to travel outside of the United States
 - Valid passport from country of citizenship
 - Depending on your country of citizenship, you may need a visa to enter into certain countries. Please speak with your Campus' Trip Leader or your Operations Manager for assistance and visit www.visahq.com/citizens.
- Documents you will need to re-enter the United States
 - A valid, **original** unexpired "green card" (Form I-551, Permanent Resident Card)
 - A passport, foreign national ID card or U.S. Driver's License
 - Persons without a valid visa **OR** U.S. passport will not be permitted to re-enter the United States.

*For more detailed information about the whole passport process,
please visit: travel.state.gov*



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