

# General Passport Information

- **First Time Applicants** will need the following to apply for a passport:
  1. Proof of U.S. Citizenship - Birth Certificate
  2. Proof of identity - Driver's License/Social Security
  3. Two recent official Passport Photos (Bedford Camera or passport facility) (DO NOT WEAR YOUR GLASSES)
  4. You must apply in person at a Passport Acceptance Facility. See the list on the following page to find the facility that is most convenient for you.
  5. There are several additional requirements to apply for a passport for a child under age 16. Please read the instructions on the website carefully if this applies to your situation.
- **Renewal Applicants:** You may mail your application if your passport has not expired and if you have not misplaced it. See details and application on website.
- **Passport applications** are in your trip binder or may be downloaded at [www.travel.state.gov/passport](http://www.travel.state.gov/passport). Additional copies are available in the Community Strategies International Office.
- **Costs:**
  1. \$95.00 if you are under 16 years old
  2. \$110.00 for 16 and older
  3. \$110.00 for a renewal of a non-expired passport
  4. You will need two checks or cash to apply for the passport. One for the U.S. Department of State, and one for the Passport Acceptance Facility (Postmaster). Credit cards are not accepted for payment to the U.S. Department of State.
- If you already have a passport, it must not expire less than 6 months after the time of your trip and it needs to have at least two blank pages in it.
- Visa application information is available from the Global Team office. If your trip requires a Visa, it will be discussed at the team meeting.
- Passports may not be paid for with money given to the church through support raising efforts. However, Visas may be paid for with support monies.
- National Passport Information Center phone number: 1-877-487-2778
- We also recommend having two additional copies of your passport with you, in two separate places apart from your passport.

*(These costs are current as of August 2011)*