



HOW TO GET A PASSPORT

This page is only for those who are (1) applying for a passport for the **FIRST TIME** or (2) received your most recent passport when you were 15 years of age or younger.

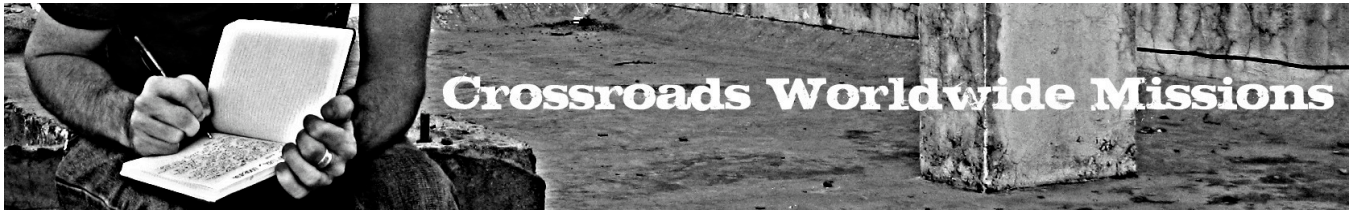
Remember that it can take up to **2 months** to obtain your passport. If you are going on a trip that requires a VISA (ie- INDIA), you will need to get your passport back in hand **60 days** prior to your trip. Information on your VISA applications will come as a separate document. If you feel as if you will not have enough time to get your passport back, please have your passport expedited. Follow these detailed instructions and you will be fine! Remember, apply for a PASSPORT BOOK (not a passport card).

STEP ONE: OBTAIN THE FOLLOWING 5 ITEMS:

- 1) **Passport Application**- It is recommended that you carefully read and fill out a DS-11 application online or print one out at:
http://travel.state.gov/passport/forms/ds11/ds11_842.html.
 - 2) **Two Passport Pictures**- You must get these taken at a certified passport photo center (ie- Walgreens, CVS, etc). Follow instructions on your application on how to attach these photos.
 - 3) **State Birth Certificate**- This must be a State Certificate with a raised, embossed seal. An ink stamp will not meet the requirements. A photocopy will not meet the requirements.
 - 4) **Photo Identification**- The best example of this is a driver's license. If you don't have a driver's license, you can use a state or military ID card.
 - 5) **Processing Fees**- These are the government processing fees for your passport. Choose one of the following:
 - a. **Standard Service**: Your total cost for standard processing will be a \$75 application fee and a \$25 execution fee. Total of \$100. Follow instructions online for payment options. Remember, by selecting this option, you could be waiting for up to **2 MONTHS**.
 - b. **Expedited Service (recommend for speedy delivery)**: This service rapidly speeds up the entire process by reducing the processing time to **2-4 weeks!** Your total expediting process will be \$75 application fee, \$25 execution fee, \$60 expediting fee, and \$14.96 for deliver and return shipping. Total cost is \$189.92.
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Step Two: At the Post Office

- Take the above items to your closest passport processing center. (You can find this at <http://iafdb.travel.state.gov/>). Be sure to find out office hours before going.
- Items will be collected by the postmaster and sent to the nearest official passport office.
- The postmaster will then collect the execution fees (the smaller fee listed above).



HOW TO RENEW A PASSPORT

This page is for you if: (1) you received your most recent passport when you were 16 years of age or older (and less than 15 years ago), (2) you can submit that passport, and (3) you use the same name listed therein (or can submit proper documentation reflecting your name change.

Remember that it can take up to **2 months** to obtain your passport. If you are going on a trip that requires a VISA (ie- INDIA), you will need to get your passport back in hand **60 days** prior to your trip. Information on your VISA applications will come as a separate document. If you feel as if you will not have enough time to get your passport back, please have your passport expedited. Follow these detailed instructions and you will be fine! Remember, apply for a PASSPORT BOOK (not a passport card).

STEP ONE: OBTAIN THE FOLLOWING 5 ITEMS:

- 1) Your most recent, undamaged U.S. Passport:** This must be returned to the government! IF it is damaged, you must use the DS-11 form and make a personal appearance at the closest passport processing center (found at <http://iafdb.travel.state.gov/>).
- 2) Passport Renewal Application-** It is recommended that you carefully read and fill out a DS-82 application online or print one out at:
http://travel.state.gov/passport/forms/ds11/ds11_842.html.
- 3) Two Passport Pictures-** You must get these taken at a certified passport photo center (ie- Walgreens, CVS, etc). Follow instructions on your application on how to attach these photos.
- 4) Processing Fees-** These are the government processing fees for your passport. Choose one of the following:
 - a. **Standard Service:** Your total cost for standard processing will be a \$75 application fee. Follow instructions online for payment options. Remember, by selecting this option, you could be waiting for up to **2 MONTHS**.
 - b. **Expedited Service (recommend for speedy delivery):** This service rapidly speeds up the entire process by reducing the processing time to **2-4 weeks!** Your total expediting process will be \$75 application fee, \$60 expediting fee, and \$14.96 for deliver and return shipping. Total cost is \$164.92.

Step Two: Mailing Your Items

For Routine Service:

National Passport Processing Center
Post Office Box 90155
Philadelphia, PA 19190-0155

For Expedited Service:

National Passport Processing Center
Post Office Box 90955
Philadelphia, PA 19190-0955