

PASSPORT PROCEDURE

You can pick up your Passport Application at a local post office, or download them from the internet at <http://travel.state.gov/content/passports/en/passports/apply.html>. Passport renewal & change forms can be acquired in the same locations. Follow instructions on the back of the form. It can take 6-8 weeks to get your passport, so it is vital that you apply for your passport as soon as possible.

The applicant must appear before your local passport agency (usually postmaster or clerk of court) for the signing and witnessing of the application. (Unless you are renewing or changing your passport, which can be done by mail.) You can find your local passport agency on the internet at <http://iafdb.travel.state.gov/>

The applicant must submit the following to their local passport office:

- **Completed Passport Application** (Instructions are included on application)
- **2 passport pictures (2" X 2")** (See application Instructions)
- **\$85.00 Fee** (\$55 passport fee {check or money order}, and \$30 execution fee {cash or money order. Varies with different passport offices} to be paid separately to the local passport office.
- **Old Passport or State birth Certificate** (Must be a State or County issued birth certificate with their official seal. A copy or hospital record of birth WILL NOT BE ACCEPTED BY THE PASSPORT DEPARTMENT.) (A certified birth certificate must include your given name and surname, date and place of birth, date the birth record was filed, and seal or other certification of the official custodian of such records.)
- **Photo Identification** is required (example, driver's license)

Your completed passport application, two passport photos, \$85 passport fees, and State birth certificate, will be collected by your local passport office and placed in a sealed envelope, and forwarded to the nearest US Passport Processing Center. You should receive your passport within 6-8 weeks from the date that you apply for your passport.

If you run out of time:

- (1) Call a local private passport expediting service company (find in Yellow Pages); OR
- (2) Call the Washington Passport Service Company at 1-800-272-7776.

(Additional fees are required for these services.) (You may also need a copy of your confirmed tickets or a travel itinerary from The Avenue Church Office.)

If your passport is expiring within 6 months of the TRIP:

- (1) Renew your passport immediately by following the instructions at the State Department Website <http://travel.state.gov/content/passports/english/passports/renew.html>