

## HOW TO APPLY FOR A PASSPORT

If you do not have a passport, APPLY TODAY. You must have a passport that is valid for at least six months after the date you are scheduled to return to the United States. If you already have a passport, check your expiration date, you may need to renew it. Do not delay. This process may take 6-8 weeks. Visit [http://www.travel.state.gov/passport/passport\\_1738.html](http://www.travel.state.gov/passport/passport_1738.html) for more detailed and current instructions.

To apply for a passport, appear in person at the nearest passport agency, county clerk's office, or a specially designated post office (usually the main office) with the following:

1. Certified copy of your birth certificate (see below).
2. Current valid ID (valid driver's license, government ID, military ID, etc.).
3. Photocopy of the ID you will present at time of application. Please copy each side of the id, make sure it is not reduced in size and copies are only one-sided on 8 ½ x 11 standard paper.
4. Two identical passport photos. Photos must be identical, in color, 2 x 2 inches in size, Taken within the past 6 months, Full face with front view and a plain white or off-white background, wearing normal street attire. **Most drug stores with a photo processing center can make passport photos for you. Just ask them if they do passport photos.**
5. Fee for Passport Book: \$110 + \$25 execution fee (if you are 16 years of age or older); \$80 + \$25 execution fee (if you are under 16 years of age). Most passport processing facilities accept a check, money order, or bank draft. Some also accept credit cards.

**Renewal:** There are multiple options for renewing a passport and fees are subject to change. Please visit [http://www.travel.state.gov/passport/passport\\_1738.html](http://www.travel.state.gov/passport/passport_1738.html) for the most up to date info on renewing your passport.

## HOW TO OBTAIN A BIRTH CERTIFICATE

To obtain a certified copy of your birth certificate, write or go to the vital statistics office in the state or area where you were born. **Every state has specific requirements for obtaining a birth certificate: go to <http://www.cdc.gov/nchs/w2w.htm> click on the link for your birth state, and verify the cost and process for that state.**