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**Helpful Information and Websites: Passports**

**How to Apply for a Passport** - <https://travel.state.gov/content/travel/en/passports/apply-renew-passport/how-to-apply.html>

**How Long Does it take to Obtain a Passport?** It takes 4-6 weeks to get a Routine Passport or 2-3 weeks to get an Expedited Passport.

**What Form Do I Need to Complete?**

**DS-11**:

* Applying for a Passport for the first time (Age 16 and Older)
* Children under age 16 (Applying or Renewing)

**DS-82**: Renewing an adult’s passport

**DS-5504**:

* Changing a name within a year
* Correcting a passport error
* Replacing a Limited Validity passport within one or two years

**What Documents Do I Need?**

* Proof of Citizenship
* Identification
* Proof of Relationship (for Children under the age of 16)

**Passport Photos** (see requirements for Passport Photo at:

<https://travel.state.gov/content/travel/en/passports/requirements/photos.html>

**Calculate Your Fees** (see <https://travel.state.gov/content/travel/en/passports/requirements/fees.html>)

Make sure you order the wallet version of your credit card. It is better to carry this in your wallet than your actual passport, while traveling. You will need identification if you are going to use your credit card in a foreign country.

\*\*\*If you have a passport, CHECK THE EXPIRATION DATE!!!! If your passport will expire within 6 months of your travel plans, you MUST renew your passport BEFORE your trip! While the US will allow you to leave with this passport, receiving countries will not allow you to enter their countries with a US passport that is expiring within 6 months.

Take a color copy of your actual passport and either keep it in a separate place (i.e. your suitcase) from your actual passport and/or scan it into your computer and email yourself a copy. It is a lot easier to get a new passport from a US Embassy (if you lose our passport), if you have a color copy of your original passport.

**KEEP YOUR PASSPORT LOCKED IN A SAFETY DEPOSIT BOX (in your hotel room).** Note: Some Countries will require (their country, their laws) that the hotel either takes your passport to photograph it or they may hold your passport while you are staying at their hotel.