

PASSPORT INFORMATION

For Short-Term Mission Trips

First Time Applicant

You need to take the following to apply for a passport:

- *Application for U.S. Passport*, Form DS-II (a copy is included in this packet,) filled out completely but **UNSIGNED** in block 21.
- Proof of U.S. citizenship —
 - a) Previous U.S. passport
 - b) Certified birth certificate issued by the city, county or state, with the registrar's raised seal
 - c) Consular Report of Birth Abroad or Certification of Birth
 - d) Naturalization Certificate
 - e) Certificate of Citizenship
- Proof of identity —
 - a) Previous U.S. passport
 - b) Naturalization Certificate
 - c) Certificate of Citizenship
 - d) Current and valid driver's license, government ID or military ID
- Two identical passport photos
- Fees —
 - a) Minor fee (16 & under) \$70.00
 - b) Adult fee \$85.00

For all minors under age 14, the child need not routinely appear in person. However, the passport agent reserves the right to require the appearance of your child. In addition, the application requires both parents' or legal guardians' consent.

For all minors age 14 to 17, the minor must appear in person and parental consent may be required. In addition, if the minor does not have identification of his/her own, a parent or guardian must accompany the minor, present identification and co-sign the application.

Expedited Delivery

If you should need your passport to be expedited to you, you'll need to include a pre-paid overnight return envelope, along with an **EXTRA \$60.00** fee for the expedited service **PLUS** any overnight delivery costs when mailing in your application.

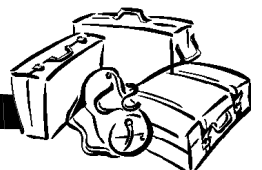
If you're using an overnight delivery service that doesn't deliver to a post office box, then send it to:
Passport Services — Lockbox
Attn: Passport Supervisor 371971
500 Ross Street, Rm. 154-0670
Pittsburgh, PA 15262-0001

Passport Photos

You can get them taken at the following locations:

- AAA —
 - Gold Plus member: **FREE** (for set of 2)
 - Basic member: **\$8** (for set of 2)
 - Non-member: **\$12.00** (for set of 2)
- Kinko's —
\$12.95 plus tax (for set of 2)
- Mailboxes Etc. —
\$10.95 plus tax (for set of 2)
- Walgreen's —
\$7.99 plus tax (for set of 2)

(More information on back)



Adult Renewal

You might have had a previous U.S. passport and simply need a renewal. You must meet the following criteria:

- You're able to submit your most recent passport, AND. . .
- You were at least 16 years of age when your most recent passport was issued, AND. . .
- Your most recent passport was issued in the last 15 years, AND. . .
- You use the same name as on your most recent passport or your name has been changed by marriage or court order and you can submit proper documentation to reflect your name change.

If your answer is yes to all four criteria listed, the following is the procedure for renewing your passport:

- *Complete Application For Passport By Mail*, Form DS-82 (NOT included in this packet) signed & dated.
 - Attach to it your most recent passport, PLUS two identical passport photos and the \$55.00 renewal fee.
 - If your name has changed, enclose a certified copy of the legal document specifying your name change (no copies accepted.)
 - Mail in a padded envelope to: National Passport Center
P.O. Box 371971
Pittsburgh, PA 15250-7971
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Locations

The following is a list of places that may offer the services needed to apply for a passport. Check some of these out in your area:

- Local post office
- Municipal office
- Public library
- State/county government offices
- Courthouse