

PASSPORTS

To travel on a Southeast Christian mission trip, all participants must have a US passport. If someone needs to apply for or renew a passport, below are five ways it can be done.

Regardless of when the trip is departing, all passports need to be expedited so they are received prior to the purchase of airline tickets.

01 US POSTAL SERVICE

16 AND OVER

VALID FOR 10 YEARS

- You can schedule a passport appointment online at www.usps.gov, through a self-service kiosk at a Post Office lobby, or at a Post Office retail counter. Some locations offer limited Passport walk-in hours.
- Passports must be applied for in person.
- Passport cost is \$130 plus a \$35 execution fee.
- Requirements for appointment: are a completed but unsigned DS-11 application form or DS-82 renewal form, a passport photo (can be taken at Post Office or brought in with application, a photocopy of proof of identity and US citizenship documents (birth certificate).
- Routine processing time is 6 weeks or longer.
- **Missions strongly asks all participants to expedite the passport.**
- The expedite fee is \$60 and takes approximately 2-4 weeks for delivery.

\$225

Expect total passport fees to be approximately \$225 for anyone aged 16 or over.

02 US POSTAL SERVICE

UNDER AGE 16

VALID FOR 5 YEARS

APPOINTMENT RECOMMENDED

- Same steps as above but both parents must approve the USPS may issue a passport to a child and both must be present when applying.
- Supporting documentation must be shown verifying the relationship of parent(s) or legal guardian(s).
- See web site for most updated requirements: travel.state.gov/en/passports/apply/child/under-16.html

03 PASSPORT PLACE AT UNIVERSITY OF LOUISVILLE

NO APPOINTMENT NECESSARY

- UofL offers passport processing services.
- Park on campus parking for Jouett Hall.
- All requirements for applying/renewing a passport are same as US Postal Service.

ADDRESS 2301 S 3rd Street, Louisville, KY 40292 -
Lower level of Jouett Hall, Room LL02

PHONE 502.852.0300

HOURS M-TH 8:30a-7p, Fri 8:30a-5p, Sat 9a-1p

EMAIL passportoffice@louisville.edu

04 RENEW ONLINE

AGE 25 AND OVER

RENEWALS ONLY

- Eligible US citizens can renew a passport online at opr.travel.state.gov. This is the only official site for online renewal. Other sites charge extra fees and may be fraudulent.
- The passport being renewed must have been valid for 10 years, and must expire within 1 year or have expired less than 5 years ago.
- You must be age 25 or older, not changing your name or other personal information, and located in a US state or territory when you apply.
- You must have your current passport with you. It cannot be damaged or reported lost or stolen.
- You will need a credit or debit card, a digital passport photo, and your social security number.
- Passport book cost is \$130. Optional 1 to 3-day delivery is \$23.36.
- Your current passport is cancelled once you submit the application and cannot be used for international travel after that. Do not mail it in. Keep it.
- Questions or technical issues: call the National Passport Information Center at 877-487-2778.

6 wks

Online renewals cannot be expedited. Only use this option if you are not traveling for at least 6 weeks from the date you apply.

05 CHICAGO PASSPORT AGENCY

DONE IN ONE DAY

APPOINTMENT REQUIRED

- The Chicago Passport Agency is a regional US Department of State office. With an appointment, your passport can be issued the same day.
- Appointments are available if you have international travel within 14 calendar days, or need a foreign visa within 28 calendar days.
- Schedule through the Online Passport Appointment System. You can book for up to 7 people in your household.
- **There is no fee to make an appointment. Do not use third-party booking services.**
- If you already applied and your travel becomes urgent, call 877-487-2778 to request an appointment.
- Bring the same documents required at the US Postal Service.

ADDRESS 230 S Dearborn Street, 18th Floor, Chicago, IL 60604
BOOK passportappointment.travel.state.gov
PHONE 877-487-2778