

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 two places where 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.
- 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

- 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.

03 Passport Place at University of Louisville

- UofL offers passport processing services.
- 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
- No appointment necessary.
- Park on campus parking for Jouett Hall.
- All requirements for applying/renewing a passport are same as US Postal Service.

