Passport Application and Renewal

We are so excited about your interest in an international mission trip. When traveling overseas, it is *required* to have a passport. If you are a US citizen, the process for renewing or applying for a passport is below.

Passport Renewal:

If you have previously had a US passport, then you may be eligible for a renewal. To be eligible for a renewal, you need to meet **all** the below requirements:

1. Your passport is in your possession to submit with your mail renewal.

2. Your passport is undamaged other than normal "wear and tear."

3. Your passport was issued when you were age 16 or older.

4. Your passport was issued within the last 15 years.

5. Your passport was issued in your current name.

If you are able to answer yes to all of the statements above, then you are eligible for an online/mail renewal. You will be able to do the process online or can gather your documentation and submit it through the mail. The following link will take you to the page where you can submit your documentation online (https://travel.state.gov/content/travel/en/passports/have-passport/renew.html). The hardest part about online is the passport photo. You are welcome to take your own, but it is recommended that you go to any Fedex, UPS, or USPS store to get your photo taken and ask for a physical and **digital copy**. You can submit the digital copy online and the physical can be used for the mail.

New Passport Application:

If you have never had a passport, or you cannot answer yes to ALL of the above statements, then you will have to go through the new applicant process, which includes an in-person appointment. To schedule an appointment, please use the following link (https://tools.usps.com/rcas.htm). When you arrive to your appointment, you will need to multiple documents with you.

1. DS-11 Form completed
2. Proof of U.S. Citizenship (expired passport or birth certificate)
3. Photo ID
4. 2X2 passport photo

You must bring these in order to be issued your new passport. For additional information, please refer to the link: (https://travel.state.gov/content/travel/en/passports/need-passport/apply-in-person.html)

Timeline

When applying for a passport, you need to give yourself as much time as possible. Typically, when applying for a new passport or renewal, the process will take 6 to 9 weeks. If you are applying for an expedited passport, this will cost an extra $60 and will take 3 to 5 weeks.