

PASSPORT

Ticket to the World



*It is more imperative than ever to be prepared.
Use this guide as a resource for your
attendees who need to apply for a passport for an
upcoming international meeting.*

The events of Sept. 11 forever changed the rules of travel.

In order to keep U.S. borders safer, the Intelligence Reform and Terrorism Prevention Act of 2004 requires that by Jan. 1, 2008 — for the first time — travelers to and from the Caribbean, Bermuda, Panama, Mexico, and Canada have a passport or other secure, accepted document to enter or re-enter the United States. The proposed implementation timeline is as follows:

Dec. 31, 2006

Requirement applied to all air and sea travel to or from Canada, Mexico, Central and South America, the Caribbean, and Bermuda.

Dec. 31, 2007

Requirement extended to all land border crossings as well as air and sea travel.

As of June 2006, the U.S. Senate had passed the Comprehensive Immigration Reform Act of 2006, which includes a provision that postpones this deadline for 17 months, to June 1, 2009. The legislation needs to be passed by the House and signed into law.

(Latest information available at press time)

Starting from Scratch

To obtain a passport for the first time, you need to go in person to one of 7,000 passport acceptance facilities located throughout the United States with two photographs of yourself, proof of U.S. citizenship (most often a certified birth certificate), and a valid form of photo identification such as a driver's license. Your Social Security Card does not prove your identity. Be prepared to write more than one check. Acceptance facilities include many federal, state and probate courts, post offices, some public libraries, and a number of county and municipal offices. To search for a facility by zip code, state, or state/city, go to <http://iafdb.travel.state.gov/>. There are 13 regional passport agencies, and one Gateway City Agency, which serve customers traveling within 14 days, or need foreign visas for travel.

You'll need to apply in person if:

- ▶ you are applying for a U.S. passport for the first time
- ▶ your expired U.S. passport is not in your possession
- ▶ your previous U.S. passport has expired and was issued more than 15 years ago
- ▶ your name has changed since your passport was issued and you do not have a legal document formally changing your name
- ▶ your valid U.S. passport has been lost or stolen.

Say 'Cheese'

Many discount chains, drug stores, camera shops, and copy centers offer passport photo service for a fee. Also check with your local Walgreens, The UPS Store, FedEx, AAA, Kinko's, Wal-Mart Portrait Studios, Kmart Portrait Studios, Target Portrait Studios, Sears Portrait Studios, and JC Penney Portraits. You'll need two copies of a recent, color photograph of yourself alone. The image must be 2" x 2" in size; from the bottom of your chin to the top of your head including your hair should not be less than 1" and not more than 1 3/8". The photo must be printed on thin paper with a light, white or off-white background.

What You'll Pay Passport Fees for Form DS-11 (first-time application)

Age 16 and older: The passport application fee is \$55. The security surcharge is \$12. The execution fee is \$30. The total is \$97. **Passport Renewal (Form DS-82)**
The Passport fee is \$55. The Security Surcharge is \$12. The total fee is \$67. For expedited service, add \$60.

Get Going

United States citizens can visit the State Department's travel Web site www.travel.state.gov, or call the U.S. National Passport Information Center: 1 (877) 4USA-PPT; TDD/TTY: 1 (888) 874-7793. You can fill out your application — but do not sign it — ahead of time by downloading the form at www.travel.state.gov/passport/forms/ds11/ds11_842.html.

Allow yourself a sufficient amount of time to apply and receive your passport in advance of travel — allow six weeks for processing of your passport application if you apply from inside the United States.

Be on the Safe Side

Prior to departing on an international trip, make a copy of the passport ID pages on the inside cover of your passport (these are the two pages that include your photograph and your detailed passport information). Possessing a copy will facilitate initiating a passport replacement request at a U.S. Embassy. Make two copies of the passport ID pages. Leave one copy at home with someone and take the other with you.

In a Hurry?

For expedited service, you can apply by mail or in person, but only if you are leaving within 14 days. Send in the requisite materials plus an additional \$60 and overnight delivery costs. Write "expedited" on the envelope, and include your departure date and travel plans. Or make an appointment with a passport agency, and bring all the necessary documents, plus plane tickets or an airline itinerary and the

extra \$60. For faster but costlier service, employ a private company. Some options include 1 (800) 284-2564, www.instantpassport.com; or 1 (800) 841-6778, www.americanpassport.com; or 1 (888) 596-6028, www.passportvisaexpress.com.

Renew via Snail Mail

You can renew your passport by mail if:

- ▶ your most recent passport is available to submit and it is not damaged

- ▶ you received the passport within the past 15 years
- ▶ you were over age 16 when it was issued

- ▶ you still have the same name, or can legally document your name change.

If your passport has been altered or damaged you cannot apply by mail.

You can get a passport renewal application form by downloading it from www.travel.state.gov/passport/forms/forms_847.html.

Send the DS-82 form in a padded envelope with your most recent passport; two identical 2" x 2" passport photos; and a \$67 check made out to the U.S. Department of State. If your name has changed, also include a

certified copy of the legal document specifying the change (e.g., marriage license, adoption papers, etc.).

Mail to: National Passport Center, P.O. Box 371971
Pittsburgh, PA 15250-9971

Check it Out

Want to check the status of your passport application?

Go to: http://travel.state.gov/passport/get/status/status_2567.html.

You will need to enter your last name, date of birth, and the last four digits of your Social Security Number. Or call the National Passport Information Center at 1 (877) 487-2778.