



Do I need a Passport? How do I get one? Will the Passport Card work?



You may have lots of questions about the documents necessary for your upcoming travel. We will try to answer some of the common questions associated with international travel. As the rules may change, the federal agencies associated with international travel will be the final authority including the Department of State, Homeland Security and the Transportation and Safety Administration (TSA). Consult these agencies for the most recent and updated information prior to your travels.

Who needs a Passport Book or a Passport Card?

For travel outside the United States or its territories, most people will need the traditional Passport Book or the new Passport Card.

For all international air travel, a Passport Book is the **ONLY** acceptable form of identification.

For Mexico or Canada border crossings by car or foot, a Passport Book or Passport Card is needed.

For cruises, there may be an exception under the “closed loop cruise” option which allows a person to travel with an official US birth certificate and a government issued photo identification if they are leaving and returning to the same United State’s port **AND** sailing to certain designated ports that include Mexico, Canada and certain adjacent islands. For some shore excursions, a Passport Book may still be required. Even though a Passport is not technically required for “Closed Loop Cruises,” we highly recommend them since you would not be allowed to fly home in cases of emergencies.

What will I need to apply for a Passport?

You will need a completed Passport Application (from www.travel.state.gov), an official birth certificate with a raised seal, a government issued photo ID and two official passport photos. These items will be submitted at an official passport center; many US Postal Service Offices can accept these applications and some can even take your pictures. A complete list of the locations is available at the above website. For minors, both parents are required to be present when the application is submitted; if this isn’t possible, there are additional requirements.

What is the fee for a Passport?

New Passport Book Applications...Adult is \$135 and child is \$105

New Passport Card Applications...Adult is \$55 and child is \$40

How long does it take to receive my Passport?

During normal times, processing routine applications take approximately 4-6 weeks.

I’m traveling very soon, how do I get a Passport in a hurry?

There is an “Expedite” service available for an additional \$60 plus fees associated with overnight mailing and are processed in normally 2-3 weeks door-to-door.

How many blank pages do I need to travel?

Some countries require your Passport to have two to four blank visa/stamp pages. Some airlines will not allow you to board if this requirement is not met.



How long is a Passport valid and when should I renew my Passport?

If you were over 16 when it was issued, it is valid for 10 years. If you were age 15 or younger when it was issued, it is valid for 5 years. If possibly, you should renew your Passport approximately nine months before it expires. Some countries require that your Passport be valid at least six months beyond the dates of your trip; some airlines will not allow you to board if this requirement is not met.

I was recently married/divorced. How do I change my name on my Passport?

You will need to complete Form DS-5504 within one year of the issuance date of your current, valid Passport with documentation proving name change and the original documentation.

Is a Visa different than a Passport?

Some countries will require special permission issued by the embassy of their country for US citizens to enter their country. This special permission is called a "Visa". This is a different process than obtaining a passport and is required to visit certain countries. If required, failing to have a valid Visa for your country will result in denied admittance. Visit www.travel.state.gov for Visa and country specific requirements.

Where do I find forms and the most "up-to-date" information?

The latest information can be found at www.travel.state.gov where you can directly connect to the Department of State for official requirements, downloadable application forms, locations to apply conveniently and a wealth of other passport and international travel information!