

U.S. PASSPORTS & INTERNATIONAL TRAVEL

U.S. Department of State • Bureau of Consular Affairs



Passport 101

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Bureau of Consular Affairs, Passport Services

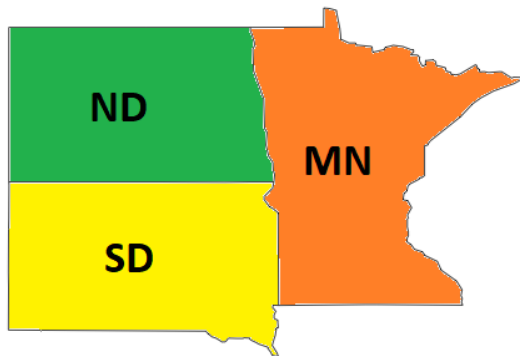
November 2022



Minneapolis Passport Agency

Three state region:

- ❖ Minnesota
- ❖ North Dakota
- ❖ South Dakota





Topics

- How to obtain a U.S. passport
- Safe travel tips
- Department of State communications

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The Passport Application Process



Passport Book & Passport Card

➤ Validity Period

- 5 years if issued under age 16
- 10 years if age 16 and older



➤ Book vs Card

- Book is good for all travel
- Card cannot be used for international air travel
- Card is only good for land and sea travel to Canada, Mexico, Caribbean, & Bermuda
- *You can get both!*





Check Your Expiration Date

Many countries require passports to be valid for at least **six months** after arrival abroad. You will not be allowed to board an international flight if you do not have the required amount of validity remaining. We recommend renewing a passport when there is one year of validity remaining.

An advertisement for passport renewal. It features a dark blue background with a yellow horizontal band. The text "Create smoother travel." is written in large, bold, yellow letters. Below this, in white text, it says "Don't wait, check your passport expiration date." The website "travel.state.gov" is listed at the bottom. On the right side, there is an image of a passport with a woman's photo and the word "SPECIMEN" overlaid. The Department of State seal is in the top right corner.

Create smoother travel.

Don't wait, check your passport expiration date.

travel.state.gov

Visas to study abroad should be coordinated with your college/university



Processing Time

- Routine Service: 6 to 9 weeks
- Expedite at facility: 3 to 5 weeks
- Expedite in person* at the Minneapolis Passport Agency: less than 8 business days

** Must call 1-877-487-2778 to make an appointment*



Apply Early!



**Apply
Early and
Save \$60**

➤ Apply Early

- **At least** 3 months in advance
- Expedited service cost \$60 more
- Some foreign countries require a visa

➤ Passport Photo

- #1 reason for delayed applications
- *Take glasses off!*





Apply at an Acceptance Facility

Apply in person if you are:

- Applying for the first time
- Replacing a lost passport
- Not eligible for the mail-in renewal
- Under the age of 16

There are 7000 Acceptance Facilities nationwide:

➤ Visit: <https://iafdb.travel.state.gov/>



What's Needed to Apply?

1) DS-11 Application

2) One Photo

3) Identification

4) Photocopy of ID

5) Citizenship Evidence

6) Photocopy of Citizenship Evidence

7) Payment



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Application



Complete the Form by Hand

- Black ink only
- Complete all fields

➤ **TIP:** Watch out for:

- SSN
- Address

The image shows two pages of the U.S. Department of State Application for a U.S. Passport form. The top page is the main application form, and the bottom page is a continuation page. The top page includes fields for personal information, contact details, and a declaration. The bottom page includes a section for identifying documents and a signature line. The form is titled "APPLICATION FOR A U.S. PASSPORT" and includes the U.S. Department of State logo and OMB Control No. 1405-0004. The form is designed to be filled out by hand in black ink.



Complete the Form Online

- Go to Travel.State.Gov to create a free form online
 - Print two sheets, singled-sided
 - Do not make any hand-written corrections
 - Do not hit the “back” button when using the form filler
- **TIP:** *Avoid sites that charge a fee*



Complete the Form Online

← → ↻ 🏠 🔒 pptform.state.gov/?Submit2=Complete+Online+%26+Print 🔗 ☆ ⚙️ 🗄️ 👤 ⋮



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U.S. Department of State

U.S. Passport Applications and Forms

Special message for customers renewing a passport:
We have three options to renew your passport: by mail, in-person, and online. Use this form filler only if you are renewing by mail or in-person. If you want to renew online, go to [our Renew webpage](#) to see if you are eligible.

Before you may enter your personal information to get a passport, you must review the U.S. Department of State's

[Privacy and Computer Fraud and Abuse Acts Notices and Disclaimers](#)

This link opens a new page. Once you have read the notice and disclaimer, close that window and click on the box below to indicate you have read them.

I have read the Privacy and Computer Fraud and Abuse Acts Notices and Disclaimers.

Need Help?

Check Application Status: Visit [passportstatus.state.gov](#) 14 business days after you apply.

Ask Questions About Your Application: Call [1-877-487-2778](#) ([1-888-874-7793](#) for TDD/TTY) or email [NPIC@state.gov](#).

Report Technical Problems with this Form Filler: Email [PassportWeb@state.gov](#) (do not use for customer service issues).



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Photo



Passport Photos

Photo requirements:

- 2x2 inches in size
- Recently taken
- White background
- No uniforms/camo
- Clear view of the face



➤ Visit [Travel.State.Gov/Photos](https://travel.state.gov/photos)



Unacceptable Photos

Shadows and Lighting

Glasses

Size and Position

Resolution, Print Size, and Quality

Digital Alterations and Retouching

Pose and Expression

Attire, Hats, and Hair


Background

Children

Online Renewal Application



Unacceptable— Head is rotated, shoulders are not square to the camera

 Photo tip: You should sit or stand straight and directly face the camera.



See more examples at Travel.State.Gov/Photos



Photo Quiz

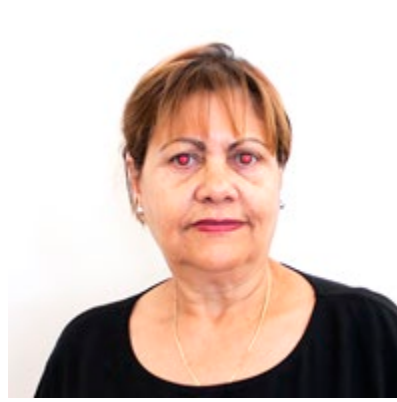
Which photo is acceptable?



1



2



3



4



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Identification



Identification

You must bring your original ID when you apply. A full-size copy of the front and back will be submitted with the application.

➤ **TIP:** Also bring your student ID with you when you apply.





Identification

Passports (that have not expired) and recently issued certificates of naturalization may also be submitted as proof of identification.

➤ Visit Travel.State.Gov/Identification



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Citizenship



Citizenship

If you were ever issued a U.S. passport book or passport card, even if it is expired, you can submit that as evidence of U.S. citizenship.



➤ Visit Travel.State.Gov/Citizenship



Born in the United States

If you never had a U.S. passport (or it is lost/stolen), and were born in the U.S., then submit a certified birth certificate.

➤ **TIP:** You must submit the original, not a color photocopy





Born outside the United States

If you never had a U.S. passport (or it is lost/stolen), and were born outside the U.S., then submit a naturalization certificate, a certificate of citizenship, or a Consular Report of Birth Abroad.



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Fees



Fees

Pay to the Acceptance Facility where you apply:

- Execution fee = **\$35**

Pay to the U.S. Department of State:

- Passport book = **\$130**
- *Passport card = \$30*
- *Expedite fee = \$60*

➤ Visit [Travel.State.Gov/PassportFees](https://travel.state.gov/PassportFees)



Forms of Payment

Acceptable forms of payment to the U.S. Department of State:

- Check
- Money order



➤ **TIP:** Carefully complete the check or money order

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Safe Travel



Traveler's Checklist

- ✓ Get Required Documents
- ✓ Get Informed
- ✓ Get Enrolled (STEP)
- ✓ Get Insured

United States Department of State
TRAVELER'S CHECKLIST
Travel Smart. Travel Safe. Travel Well.

Before traveling abroad, make sure to:

-  **GET INFORMED** about your destination at travel.state.gov/destination, and plan for the unexpected at travel.state.gov/crisis.
-  **GET REQUIRED DOCUMENTS**, such as your passport and visas.
-  **GET ENROLLED** in the Smart Traveler Enrollment Program (STEP) at step.state.gov to receive security and emergency alerts.
-  **GET INSURED** for medical, evacuation, and other unexpected expenses.



- Visit: Travel.State.Gov/TravelersChecklist
- Visit: studentsabroad.state.gov



Get Informed: Visit Travel.State.Gov

Russia Travel Advisory
October 4, 2022

Do Not Travel and Leave Immediately

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- Congressional Liaison
- Special Issuance Agency
- U.S. Passports
- International Travel**
- U.S. Visas
- Intercountry Adoption
- International Parental Child Abduction
- Records and Authentications

- Before You Go
- Country Information
- While Abroad
- Emergencies

Travel.State.Gov > International Travel

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Your Safety is Our Priority



VOTING OVERSEAS



COVID-19 COUNTRY INFORMATION

In this section



COVID-19 TRAVEL INFORMATION

Enroll in STEP



Subscribe to get up-to-date safety and security information and help us reach you in an emergency abroad.

Recommended Web Browsers: Microsoft Edge or Google Chrome.

Learn about your destination



Get Enrolled: STEP



Smart Traveler Enrollment Program

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Sign In or [Create Account](#)



[Forgot Username](#) or [Password?](#)

TRAVELING?
Enroll a trip and get Travel Alerts and Warnings



STAYING AT HOME?
Get Travel Alerts and Warnings



FREQUENT TRAVELER?
Create an account



What is STEP?

The Smart Traveler Enrollment Program (STEP) is a free service to allow U.S. citizens and nationals traveling and living abroad to enroll their trip with the nearest U.S. Embassy or Consulate.

Benefits of Enrolling in STEP

- Receive important information from the Embassy about safety conditions in your destination country, helping you make informed decisions about your travel plans.
- Help the U.S. Embassy contact you in an emergency, whether natural disaster, civil unrest, or family emergency.
- Help family and friends get in touch with you in an emergency.

Stay Informed, Stay Connected, Stay Safe!



Get Insured

Get coverage for:

- Medical expenses – U.S. insurance may not cover
- Emergency evacuation
- Trip cancelation or delays
- High adventure travel



➤ Visit: [Travel.State.Gov/Insurance](https://travel.state.gov/insurance)

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Miscellaneous



Social Media

✓ Facebook:

<https://www.facebook.com/travelgov>



✓ Twitter: **@TravelGov**



✓ Instagram: **@TravelGov**



Q I already have a passport and my appearance has changed significantly, do I need to apply for a new passport?

A If you can still be identified from the photo in your current passport, you do not need to apply for a new passport

[#AskTravelGov](#)



More Information

- ✓ Phone: **1-877-487-2778**
- ✓ Website: **Travel.State.Gov**
- ✓ Website: **studentsabroad.state.gov**



Jobs?

The Department of State is hiring!

- Pathways program for recent graduates: careers.state.gov/interns-fellows/pathways-programs/
- General info: careers.state.gov
- Also visit: usajobs.gov



Consular Fellows:

- Live and work overseas as part of a U.S. Mission