

- **Sign passport, and fill in the emergency information:** Make sure you have a signed, valid passport, and a visa, if required. Fill in the emergency information page of your passport.
- **Leave copies of itinerary and passport data page and visa:** with family or friends in case of an emergency.
- **Check your overseas medical insurance coverage:** Does your medical insurance policy apply overseas or include emergency medical evacuation? If not, consider supplemental insurance.

**Familiarize yourself with local conditions and laws:** You are subject to the law of the land. The State Department web site has useful information about the countries you will visit. [http://travel.state.gov/travel/cis\\_pa\\_tw/cis/cis\\_1765.html](http://travel.state.gov/travel/cis_pa_tw/cis/cis_1765.html).

**Take precautions to avoid being a target of crime:**

- Avoid conspicuous clothing or jewelry.
- Do not carry excessive amounts of money.
- Do not leave unattended luggage.
- Do not accept packages from strangers.

**Emergency Contact:**

- Consular personnel at U.S. Embassies and Consulates abroad and in the U.S. are available 24 / 7 to provide emergency assistance to U.S. citizens.
- Contact information:  
<http://travel.state.gov>.
- Office of Overseas Citizen Services in the State Department's Bureau of Consular Affairs for emergencies: 1-888-407-4747, if calling from the U.S. or Canada 202-501-4444, if calling from overseas.

## Public Library

Check out Dewey:  
910.9164  
910.202

### CVCA Sources

**Call Number:** 910.202 Ham

**Title:** Hammond passport travel mate and world atlas.

**Author:** Hammond Incorporated.

**Publication Date:** c2008.

**Call Number:** 910.202 Wil

**Title:** The smart traveler's passport : 399 tips from seasoned travelers /

**Author:** Wildorf, Nina.

**Publication Date:** c2007.

**Call Number:** 910.202 Ste

**Title:** How to travel practically anywhere : the ultimate travel guide /

**Author:** Stellin, Susan.

**Publication Date:** 2006.

## CUYAHOGA VALLEY CHRISTIAN ACADEMY

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## USEFUL PROCESSES SERIES

HOW DO I . . .

OBTAIN A PASSPORT



CUYAHOGA VALLEY  
CHRISTIAN ACADEMY

Educating And Cultivating Servants For Christ

# HOW DO I OBTAIN A PASSPORT

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## A passport is:

- an internationally recognized travel document that verifies the identity and nationality of the bearer.
- required to enter and leave most foreign countries.
- granted, issued, or verified by the U.S. Department of State.

## Give yourself several months before your planned trip:

- Application during peak times can take 10-12 weeks before receiving your final document in the mail.
- Demand for passports goes up during the spring and summer.

If this is your first passport, you will need to apply in person at your local passport acceptance facility.

## Find the closest office to you.

- Federal, state and probate courts
- Post offices
- Some public libraries
- Many county and municipal offices.

## Acquiring or renewing a passport is easy.

The Passport Application Wizard at [http://www.travel.state.gov/passport/forms/forms\\_847.html](http://www.travel.state.gov/passport/forms/forms_847.html) to determine which Passport form you need, help you to complete the form online, estimate your payment, and generate the form for you to print—ALL IN ONE PLACE.

## Passports are valid for:

- 10 years for aged 16 & up when passport was issued.
- 5 years aged 15 or younger when passport was issued.

## Fees

### Age 16 –adult

Application fee (including surcharge fee of \$12.00) is \$95.00.  
Execution fee is \$25.00.  
The total is \$120.00.

### Under age 16:

Passport application fee is \$70.00.  
Execution fee is \$25.00.  
The total is \$95.00.

- Passport fees can be paid by credit card, debit/check card, personal check, certified check, or money orders. This varies by location so check the individual agency.
- Make out checks to, “U.S. Department of State.”
- After you apply, you can check the status of your passport application online at [http://www.travel.state.gov/passport/get/status/status\\_2567.html](http://www.travel.state.gov/passport/get/status/status_2567.html).
- Get even more detailed information from the State Department’s travel pages and read FAQs on the passport application process. This website can be accessed at [http://www.travel.state.gov/travel/travel\\_1744.html](http://www.travel.state.gov/travel/travel_1744.html).

## NEED IT IN A HURRY?

Apply in person with an extra \$60.00. Request expedited service to receive your passport in about three weeks.

Traveling within the next two weeks? Apply at the closest regional passport agency.

**\*Appointments are required for this kind of application\***

## Visas

Depending on the country you plan to visit, you may also need a visa.

A **visa** is an official document issued by a foreign country, formally allowing you to visit. Visas are attached to your passport and allow you to enter a foreign nation.

- Look through the State Department’s Country Specific Information to find information about your destination. [http://www.travel.state.gov/visa/visa\\_1750.html](http://www.travel.state.gov/visa/visa_1750.html).
- Research entry and exit requirements, find details about necessary documentation, and learn how to apply.
- You may be able to apply online, at that country’s U.S. embassy or even at the airport in the country itself once you get there.

## Make your travel easier and safer:

- **Register** so the State Department can better assist you in an emergency.
- Do it through a free online service at <https://travelregistration.state.gov>.
- This will help us contact you if there is a family emergency in the U.S., or if there is a crisis where you are traveling.
- In accordance with the Privacy Act, information on your welfare and whereabouts will not be released to others without your express authorization.