

How to Obtain a Passport

Congratulations on your decision to participate in an international study program! We hope the following information will be helpful to you in preparing your passport application.

Please be aware that our office cannot contact the State Department on your behalf or do anything to expedite your passport application. In order to participate in an international program, it is the student's responsibility to secure a passport prior to departure.

Please apply for your passport **at least 12 weeks before departure** to ensure that you receive it on time!

If you need to talk to someone regarding your passport application, please visit the Department of State's website at <http://travel.state.gov/> or call the hotline at 877-487-2778, but note that you may experience long hold times.

1. **For complete details of how to obtain a passport**, please visit the Department of State's website at http://travel.state.gov/passport/passport_1738.html.

Applicants can **download a passport application** at the following website:

<http://foia.state.gov/FORMS/Passport/ds0011.pdf>

*Please note **that you should not sign the application** until you have taken an oath from an authorized passport acceptance agent at the passport issuing facility.

2. **If this is your first time applying for a passport**, you must go in person to a passport acceptance facility. In Madison county you can go to:

Office of the Clerk of the Circuit Court, Madison County Courthouse

155 N. Main, Room 105

Edwardsville, IL 62025

Phone: (618) 692-6240 ext. 0

Hours: 8:30-4:30 Monday thru Friday, no appointment necessary

3. In addition to your application, **you must also bring the following items with you to the passport acceptance facility**.
 - a. Present Proof of Citizenship - U.S. passport or a certified birth certificate from the city, county, or state of birth.
 - b. Present Proof of Identity - U.S. passport, naturalization certificate, or a current and valid driver's license, government ID or military ID
 - c. 2 Passport size photos - Can be obtained from Walgreens or CVS for about \$8
 - *2x2 inches in size
 - *Identical photos taken in color within the past 6 months
 - d. Payment
 - *\$97 payable by **cash or check** made payable to the "U.S. Department of State"
 - e. Provide your Social Security number

For more information concerning the necessary items, please visit the following website:

http://travel.state.gov/passport/get/first/first_830.html.

***Please download the following brochure, *Know Before You Go*, for more information on customs and border regulations** and about what items are allowed back into the U.S. from a foreign country:

<http://www.cbp.gov/linkhandler/cgov/toolbox/publications/travel/knowbeforeyougo.ctt/knowbeforeyougo.pdf>