

Passports & Visas

*If you do not have a passport, begin the process of securing one very early. It normally takes about six weeks from the time you first submit an application until the passport arrives. You must have your passport in order to obtain a visa and the visa application can take between two to four weeks. This means you need to **START NOW** to obtain your passport.*

How to Apply for a Passport

An application for a passport can be obtained from the Post Office. You can take the application home to complete it and return it to the Post Office. **DO NOT SIGN THE PASSPORT APPLICATION UNTIL YOU ARE STANDING IN THE PRESENCE OF THE PERSON WHO WILL RECEIVE IT.** You will have to fill out the paperwork from scratch if you sign it prior to meeting with the Passport Agent.

How to Obtain a Visa

***HONDURAS TEAM MEMBERS** – If you are traveling to Honduras, we will obtain your visa upon arrival in country. The following instructions do not apply for you. Please read ahead to “A Word of Caution.”

The process for obtaining a visa varies from country to country. Most countries stamp the visa into the passport. When we are ready to obtain the visas, we will collect all passports from the group and send them to Washington, D.C. The passports will be stamped and returned to the travel agent who may hold the passports until the tickets are complete and then send them both to us. Then we check to make sure that everyone has both a ticket and a visa.

You will need passport-sized photos to submit with the visa application. If you do not have passport photos, go to Walgreens or Walmart, or another place that makes passport photos. Request at least six copies. This will give you enough to apply for the passport, the visa, and then have two more to take with you on the journey. If you lose your passport, or if it is stolen, you will have pictures on hand and that will shorten the process of obtaining a new passport.

A WORD OF CAUTION: In many countries, a US passport can be worth a sizeable amount of money. In those same countries, pickpockets are everywhere. Be careful with your passport and airline tickets. Keep them on your person at all times.

NOTE: It is good idea to make a copy of the front page of your passport and take that in your **CARRY-ON** luggage. Also make a copy of the page with the visa you obtained for the trip. Make sure the date of issue is clear in the copy. Add to that the extra photos (2) you had made and that will expedite securing another passport if yours is lost or stolen.