



PASSPORT INFORMATION

A passport is an internationally recognized travel document that verifies the identity and nationality of the bearer. A valid U.S. passport is required to enter and leave most foreign countries. Only the U.S. Department of State has the authority to grant, issue or verify United States passports.

The Western Hemisphere Travel Initiative

A passport or other valid travel document is currently required for entry to Canada, Mexico, and the Caribbean by AIR. Beginning June 1, 2009, a passport or other valid travel document will be necessary for travel by LAND or SEA to these locations.

OBTAINING A PASSPORT FOR THE FIRST TIME

If you are applying for a passport for the first time:

1. Call your nearest passport agency to arrange an appointment if needed.

Uniontown Post Office	11230 Cleveland Ave NW	Uniontown	OH	44685-9998	330-253-9060
USPS Passport Agent	2650 Cleveland Ave., NW	Canton	OH	44711-9998	330-438-6432

Additional passport agencies are listed online at <http://iafdb.travel.state.gov/>

2. Get your passport photographs taken. Local drug stores and some photographers usually offer this service. Photos must be 2"x2" in size, identical, taken within the past six months, showing your current appearance, color, front view of the full face with a plain or off-white background, between 1" and 1 3/8" from the bottom of the chin to the top of the head, taken in normal street attire. No hats or headgear. If you normally wear prescription glasses, hearing device, or similar articles, they should be worn for your picture. Dark glasses or nonprescription glasses with tinted lenses are unacceptable unless needed for medical reasons.
3. Take the following documents to the passport appointment:
 - a. Application for Passport, Form DS-11. Forms can be obtained at www.travel.state.gov or at International Programs & Services in the David Campus Center. **DO NOT SIGN FORM DS-11 UNTIL THE PASSPORT ACCEPTANCE AGENT INSTRUCTS YOU TO DO SO.**
 - b. Proof of U.S. citizenship – one of the following documents:
 - i. Previous U.S. passport
 - ii. Certified birth certificate

A certified birth certificate has a registrar's raised, embossed, impressed, or multicolored seal, registrar's signature, and the date the certificate was filed with the registrar's office.

- iii. Consular Report of Birth Abroad or Certification of Birth
 - iv. Certificate of Citizenship
 - v. If you do not have one of these documents, please see www.travel.state.gov for a detailed list of alternative documents
- c. Proof of identity
 - i. Previous U.S. passport
 - ii. Naturalization certificate
 - iii. Current, valid driver's license or government ID
 - d. Passport photos
 - e. Application fees
 - i. Passport application fee (\$75) may be paid by personal check, money order, or bank draft. Some locations accept exact cash.
 - ii. Execution fee (\$25) is payable by money order or bank draft at all locations, personal check or credit card at some locations.
4. Expedited service for urgent needs
- a. Please note normal processing time is currently ten weeks and is subject to change at any time
 - b. Add \$60 for each application
 - c. Recommended to arrange overnight delivery service for sending and returning your passport application

RENEWING A PASSPORT

Your U.S. passport can be renewed by mail if you already have a passport that is not damaged; **and** you received it within the past 15 years; **and** you were at least age 16 when it was issued; **and** you still have the same name as in passport (or you can legally document your name change).

The application fee for passport renewal is \$75. For detailed instructions, see www.travel.state.gov