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## Applying for a New Passport

### Purchase Passport

We encourage every person to own a passport. The passport cost is *not* included in your team overall cost, unless otherwise noted clearly. You can apply to a team prior to securing a passport. If you own a passport, please review it to make sure you have plenty of blank pages (a minimum of 4-5 pages when travelling internationally with multiple stops). Please also verify the expiration date of your passport, which should be 12 months beyond the date of return to the USA.

If your trip leaves in eight weeks or less, please contact the missions department or team leader to receive information on how to obtain your passport the quickest and easiest way to avoid any delays.

The applicant must appear before a local, designated passport acceptor (usually a postmaster or clerk of the court) for the signing and witnessing of the application.

To find the office closest to you, go to <http://iafdb.travel.state.gov> or call 1-877-4USA-PPT (1-877-487-2778).

There are rules specific to passport applications for all minors ages 15 and under, and also minors ages 16-17. Please read these instructions carefully on the above website for parental consent and ID requirements.

You can print a passport application at home <http://travel.state.gov/content/passports/english.html>

### Where to apply:

Collin County Passport Services

**Address:** 900 E Park Blvd # 140-A, Plano, TX 75074

**Phone:** (972) 881-3090

**Passport photos can be taken at Walgreens, CVS, or Wal-Mart.**

- 2x2 inches in size
- 2 identical pictures
- Taken within the past 6 months, showing current appearance
- Color
- Full face, front view, with a plain white or off-white background

### Visas

For those with a passport, please make sure that you have at least one year left before the expiration date. This is necessary for visa applications (for trips to countries where visas are required). Make sure that you have extra pages in your passport when you apply for a visa. Visa applications will happen as a team.