**Applying for a Passport**

National Passport Information Center: (877) 487-2778
United States Postal Service (800) 275-8777
Updated September 22, 2019

**U.S. Passport Book Costs:**
For up to date passport book costs, visit <http://www.travel.state.gov>
Ages 16 and older – $145 / $110 to renew current passport / Passport Expires in 10 years
Ages 15 and younger – $115/ Passport Expires in 5 years
Payment must be in the form of a money order or cashier’s check made payable to:
US Department of State
Please put Birthdate on money order or cashier’s check

**Passport Photo Costs:**$15 at the Post Office for 2 passport photos (May be slightly cheaper at CVS)

**Passport Application:**Access application at [www.travel.state.gov](http://www.travel.state.gov) / Click US Passports & International Travel
Complete the application online and print it out or print the application and complete it manually
Must use black ink / Be sure to Sign & Date the application prior to mailing it

**Identification:**Include a copy of your picture ID, Original Birth Certificate & Social Security Card
(Take these physical items with you to the post office just in case)

**Submission of Application:**

Must arrive at post office 1 hour before they close their passport services
Call the nearest post office to inquire about their passport servicing hours
It is recommended to use Trackable Mailing Service, which is about $4 extra
It is also recommended to mail your application in a weatherproof envelope, located at the post office
Mail your application “Routine Processing” which takes 4-6 weeks to process
**Mail Application to:** National Passport Processing Center, P.O. Box 90155, Philadelphia, PA 19190-0155

**Congratulations!** Share your passport with family and friends when it arrives in the mail 😊.

***The Students Going Global Team***[www.StudentsGoingGlobal.org](http://www.StudentsGoingGlobal.org)
info@studentsgoingglobal.org
P.O. Box 383, Southfield, Michigan 48037