



## Support and Responsibilities for Passport Process

This document outlines how to obtain a passport and visa, expectations, as well as valuable resources to help support you with the application process.

### Trek Passport Process & Expectations

In order to be selected for Trek you must be able to show a valid passport or the necessary documents to obtain a passport. It is your responsibility to obtain these documents. If you need support, please reach out to our Trek staff.

1. **Passport Supporting Documents** - We are requiring that photocopies of evidence of US citizenship, primary and/or secondary ID and other supporting documents be attached to the application. It is your responsibility to ensure these documents are attached to the application. If you do not have supporting documents it is your responsibility to obtain them. Without supporting documents you will not be able to apply for a passport. See the chart below for needed supporting documents (only if you do not have a valid passport).

#### Examples of supporting documents and where to obtain them

Supporting Documents	Where To Obtain Them	Items Needed
Evidence of US Citizenship (US birth certificate, naturalization certificate, or certificate of citizenship)	Local county clerk's office	<ul style="list-style-type: none"> <li>Valid Government ID (if no primary ID is available 2 or more forms of secondary ID will be needed, check with local clerk)</li> <li>Processing Fee</li> </ul>
Government ID	Local Department of Motor Vehicles or Secretary of State	<ul style="list-style-type: none"> <li>Social Security Card &amp; Birth Certificate, School records/School ID and document with name and address listed</li> <li>Processing Fee</li> </ul>
Social Security Card	Local Social Security Administration	<ul style="list-style-type: none"> <li>Evidence of Age (birth certificate or adoption decree)</li> <li>Evidence of Identity (government ID or valid passport)</li> <li>Processing Fee</li> </ul>

2. **Passport Application**- If you do not have a passport you can obtain one at Information Night or online at and <https://travel.state.gov/content/travel/en/passports.html>

- The DS-11 application form must be filled out by all applicants who have never been issued a passport
- **Minors (16-17 yrs old) cannot apply for a passport by themselves.** They will need at least one parent/guardian to accompany them.
- **Minors (under 16 yrs old) cannot apply for a passport by themselves.** Both parents/guardians must appear in person with the minor and provide consent. The DS-11 and DS-3035 will have to be filled out if only 1 parent is present
- Refugees and Asylees must fill out a I-131 form to travel abroad and be able to return to the US

Resources Available	Location
Printable Versions of Passport Applications	<a href="https://travel.state.gov/content/travel/en/passports/how-apply/forms.html">https://travel.state.gov/content/travel/en/passports/how-apply/forms.html</a>
Hard Copies of Passport Applications	Local post office or passport agency
Refugee or Asylee Application and Supporting Documents	<a href="http://www.uscis.gov/sites/default/files/files/form/i-131.pdf">http://www.uscis.gov/sites/default/files/files/form/i-131.pdf</a>

### 3. Obtaining a Passport

Resources Available	Location
US Passport & International Travel Site	<a href="https://travel.state.gov/content/travel/en/passports.html">https://travel.state.gov/content/travel/en/passports.html</a>
Trek Guide	Pgs 22-25

**What if I hold a foreign passport?** If you hold a passport from a country other than the US you are required to check visa requirements for the country they are traveling to. Ask Trek staff if you have questions about this.

**What if I have a green card?** You will be required to bring a valid green card with you while traveling.

**4. Expediting a Passport-** The standard processing time for ordering a passport takes up to two months or more. It is important that you obtain a passport and make it a priority. If an application is not submitted within the two month time frame you will need to have the passport expedited. If you expedite your passport you will need a support letter from our Trek staff. Please contact Trek staff if you need to expedite a passport so you can obtain the correct supporting documents. If you haven't applied for your passport within 60 days prior to departure date you will be removed from the Trek team. It will cost an additional \$60 to have the passport expedited. Remember NO passport = NO Trek. If they are late **you will not go.**

Resources Available	Location
Local US Passport Agencies: Boston, Chicago, Detroit, Oakland, Stamford & New York	<a href="https://travel.state.gov/content/travel/en/passports/how-apply/where-to-apply.html">https://travel.state.gov/content/travel/en/passports/how-apply/where-to-apply.html</a>  Agency Number (877) 487-2778

**5. Passport Status-** Follow up is often needed after the passport application is submitted. It is important that you follow up to ensure prompt arrival especially if the passport has to be expedited. You will need the last name, birth date and last four digits of social security number to follow up on the status of your passport.

Resources Available	Location
US Passport and International Travel Site: To Check Status	<a href="https://travel.state.gov/content/travel/en/passports/need-passport/status.html">https://travel.state.gov/content/travel/en/passports/need-passport/status.html</a>

**6. Turn in Your Passport Copy-** Once you obtain your passport you will have to sign it in cursive on the inside with black pen. After signing it you will need to take a photo of the page with your photo on it and upload it using your personal upload link. If you do not have this link you can ask your Trek staff for it.