

Passports

APPLY FOR YOUR PASSPORT IMMEDIATELY! Processing usually takes four to six weeks, but sometimes there is a delay, especially if you do not already have a certified copy of your birth certificate. Airline tickets must be issued in your legal (passport) name. Therefore, **WE NEED TWO COPIES OF THE FIRST PAGE OF YOUR PASSPORT WITH YOUR PICTURE AND SIGNATURE BY September 24th, 2018.** This will be especially important if your tour needs to apply for a visa. **You are responsible for having your passport ready.** Timberview will be responsible for informing you if the country where you will be traveling requires a visa, including forms and addresses of where to obtain them if necessary.

A student is not considered an official member of the mission team until his/her passport is on file in the Church Office.

If you have a current Passport please make sure it doesn't expire by August, 2019!

DO NOT mail your passport to us unless you are specifically requested to do so. You will be notified if this is necessary.

Call your Post Office or local Federal Building to find out where to apply. Verify with them that to obtain a **U.S.** Passport you will be asked to provide the following items at the time of application:

1. **CERTIFIED Copy of Birth Certificate:** This can be obtained from the County Registrar's Office at your place of birth. To be a certified copy it must have the registrar's raised, embossed or multicolored seal of his office. Photocopies or hospital issued birth certificates will not be accepted.
2. **Identification:** If you are a minor, you must apply **in person with** your legal parent and have your social security card with you (or know your number) and know your height. **Your parent must bring a valid driver's license.**
1. **Photographs:** Two identical official passport photographs taken by a professional photographer. Some passport offices offer these pictures for \$ 12/set but you can get them at places that specialize in these services such as Fed Ex or "AAA."
3. **Fees:** **\$90 for 15 and younger, \$125.00 for 16 and older.** They accept cash, personal checks, cashier's checks or money orders but payment must accompany your application.

Remember when signing any legal document, sign your official legal name.

When your passport arrives:

1. **SIGN YOUR NAME** on the line above the picture page marked "Signature of bearer" as it appears on the passport in typed form.
1. Fill in the information regarding closest relative, address, etc.
2. Purpose of Trip: Whenever you have to state "**purpose of the trip**" on any document or application, write "**Tourist**" only.
3. Send two copies to the Timberview Office or give to the Mission's Leader.

A staff member will carry all passports in foreign countries. It will be given to you at appropriate times and returned immediately to the staff member responsible for tickets and passports.

YOUR PASSPORT IS NOT VALID UNTIL SIGNED!!!!