



General Travel Information for Passengers

PASSPORT

A valid passport is required for all international travel. **Make sure your passport is valid for at least six months beyond your date of return.** If you do not yet have a passport, or need to apply for renewal, please apply as soon as possible. Current passport processing time exceeds 10 weeks.

It is the responsibility of the traveler to secure any required visa(s) before leaving home. It is highly recommended that you photocopy the first page of your passport and keep the originals and copies separate while traveling. This will make replacement easier if your passport en route. It is also useful to carry spare passport photos. Please remember to sign your passport and fill out the "Emergency of Kin" section in pencil.

HOW TO OBTAIN A PASSPORT

United States citizens who do not have a valid passport must apply for one. Passport applications are available at the official U.S. Passport Agency website: www.travel.state.gov/passport.

You may check with your local post office as larger post offices carry the necessary passport application forms. In either case, fees are required to obtain a passport.

Your original certified birth certificate or certificate of naturalization is required when applying for a brand new passport. The passport agency will return evidence, except affidavits and altered or mutilated documents, to the applicant unless the case required further investigations.

If you are a non-U.S citizen and holding a foreign passport, you are responsible for contacting appropriate embassies for entry visa requirements for countries you will be visiting and for your return visa to the U.S.

