

HOW TO GET A PASSPORT

***** IMPORTANT ***** = You will ONLY use this form if: (1) You are receiving your first passport, **OR** (2) You received your most recent passport when you were 15 years of age or younger.

- * Keep in mind that due to the high volume of passport applications, it could take up to **3-4 MONTHS** (as long as there are no complications) to get your passport AFTER completing these two steps!
- ** In order to process your visas, we **MUST** have your passport in the Light office at least **60 DAYS** before departure. If you are going on a trip leaving in December/January, you will need to expedite your passport to ensure its arrival before the deadline.
- *** Therefore, it is **IMPERATIVE** that you begin the passport procedure **IMMEDIATELY!** Don't worry, following the steps on this form will ensure that the process goes smoothly and efficiently for you.

STEP ONE: Obtain the following 5 items

- 1) **Passport Application** – We recommend you CAREFULLY read and fill out a DS-11 application online at: http://travel.state.gov/passport/forms/ds11/ds11_842.html. However, if you prefer a physical application, there is a limited number available in the Light office. If we run out, you can obtain one at the main Lynchburg post office at 3300 Odd Fellows Road (on the corner of Mayflower Drive).
 - NOTE: It is most efficient to fill out your application online at the above address (you will still have to print it out and take it to the post office). On the application, under the heading "Mail Passport to", be sure to send your passport directly to Light Ministries (which helps speed up the entire process) by typing "Light Ministries" in the box marked "In care of", and putting our address. Our address is 1971 University Blvd. Lynchburg, VA 24502-2269. This will ensure that your passport comes directly to the Light office. Once your passport arrives, we will contact you to come sign it.
- 2) **Two Passport Pictures** – The requirements for passport pictures are **VERY SPECIFIC** and if they are not met, then you will need to get new pictures. Our office will provide you with 4 pictures (2 passport pictures, plus 2 extra pictures in case you need them for a visa). There is no charge for students participating in a Light Campaign. See a Light representative about getting your passport pictures taken.
- 3) **State Birth Certificate** – This must be a State Certificate with a raised, embossed seal. An ink stamp will not meet the requirements. A photo copy will not be sufficient.
- 4) **Photo Identification** – The best example of this is a driver's license. If you don't have a driver's license, you can use a state or military ID card.
- 5) **Processing Fees** – These are the government processing fees for your passport. Please note, Light Ministries does not handle or keep any of these fees. Choose one of the following:
 - **Standard Service:** Your total cost for standard processing will be **\$97.⁰⁰**. *** Remember, by selecting this service, it may take up to 3-4 months to receive your passport!!***
 - I. \$30.⁰⁰ (cash, check/money order made out to "Postmaster") will go to the post office.
 - II. \$67.⁰⁰ (ONLY check/money order made out to "U.S. Department of State") will go to the government.
 - **Expedited Service (highly recommended):** This service rapidly speeds up the entire process by reducing the standard 3-4 months processing time down to **2-4 weeks!** Your total cost for expedited processing will be **\$189.⁵⁰**.
 - I. \$46.²⁵ (cash, check/money order made out to "Postmaster") will go to the post office. This includes the \$16.²⁵ overnight shipping cost.
 - II. \$143.²⁵ (ONLY check/money order made out to "U.S. Department of State") will go to the government. This includes the \$60.⁰⁰ expediting fee plus the \$16.²⁵ return overnight shipping cost.

STEP TWO: At the Post Office

- Take the above items to the main post office on 3300 Odd Fellows Road (on the corner of Mayflower Drive). Passport applications are only accepted from 10:00am-3:00pm Monday-Friday.
 - The passport application **must** be taken to a postmaster to witness your signing of the application.
 - The passport application, photos, original state birth certificate, photo ID and government processing fees will be collected by the postmaster and sent to the nearest official passport office.
 - The postmaster will then collect the post office fees (the smaller fee listed above)

IMPORTANT: Once you complete these two steps, you must take a copy of your receipt to the light office showing that you submitted your passport application. Failure to do so may jeopardize your spot on the campaign.