

# Step-by-Step: How to Get a Passport

## 1: Apply Early for A Passport

- 1) Apply for your passport several months before your trip. Also, know your expiration date. Many countries require passports to have at least 6 months validity after the end of your time in the country.
- 2) Be aware of processing times
  - i. Routine Service: 10-13 weeks from the time of application, plus up to 4 weeks for mailing time.
  - ii. Expedited Service: Approximately 7-9 weeks from the time of application, plus up to 4 weeks for mailing time.
- 3) Be aware of the fees
  - i. Adult First-Time Applicants
    1. Passport Book -----\$165
      - a. For Study Abroad, you will need the passport book.

## 2: Prepare Your Application

- 1) The U.S. Department of State has detailed guidelines on preparing your passport application. (<https://travel.state.gov/content/travel/en.html>)
  - i. Complete a passport application online. You will need the following documents:
    1. Social Security Number
    2. A certified copy of your birth certificate in the state that you were born
    3. Photo must be taken within 6 months of submitting your application and reflect your current appearance
      - a. The photo must be exactly 2 x 2 inches (51 x 51 mm).
      - b. You have to take off your glasses for your passport photo
        - ▶ If you cannot remove your glasses for medical reasons, you'll need to obtain and submit a signed statement from your doctor with your passport application.
  - ii. Get an application from a Post Office location that has passport acceptance services.
    1. If are applying for a new passport, you will need to use the DS-11 Form.
    2. If you need to renew your passport, you will to use the DS-82 Form.

### 3: Find a Passport Office

- 1) Post Offices may have limited hours for passport services. To be certain of service, call ahead and make an appointment.
- 2) Use the PO Locator to find the nearest Post Office that offers passport services.
  - i. <https://www.usps.com/international/passports.htm>
- b. Lincoln Based Post Office:
  - i. United States Postal Service Lincoln Passport Acceptance Center
    1. Gateway Post Office: 6401 Q. Street Suite 100
      - a. Hours: M-F 9AM-7PM & Saturday 9AM-5PM
      - b. Phone Number: 402-465-1586
  - ii. UNL Passport Office
    1. 1700 Y Street Rm 106
      - a. Hours: M-F 8AM-5PM
      - b. Phone Number: 402-472-7446
      - c. Email: [unlpassport@unl.edu](mailto:unlpassport@unl.edu)