

PASSPORT INFORMATION

What's the difference between a passport and a visa?

A **passport** is simply your identification as a citizen of your home country. In the case of American citizens, our passports are issued by the US Department of State.

A **visa** is written permission from one country which allows you entrance into their borders. Not all countries require visas for USA citizens. Visas are applied for in various ways depending on the requirements of that specific country.

PASSPORTS

Each Royal Servants participant needs to apply for and purchase their own passport if they do not already have one. Visit <https://travel.state.gov> for instructions on how to apply for your US passport. When you apply for your passport, request that you receive it by May 1st.

If you already have a passport: Check the expiration date, as the passport cannot expire within 6 months of the return of the trip. Please send a copy to us right away.

Passport copies are due by May 1st: If you do not receive your passport by that date, don't worry, just contact us and we will walk you through what to do next.

For minors under 16:

1. Complete form DS-11: Application For A U.S. Passport
2. Submit form DS-11: Application For A U.S. Passport In Person
3. Submit child's evidence of U.S. citizenship
4. Submit evidence of relationship between child and parent(s)/guardian(s)
5. Present identification of parent(s)/guardian(s)
6. Submit a photocopy of each parent/guardian ID document to be presented (Step 5)
7. Provide parental consent
8. Pay the applicable fee
9. Submit one passport photo

For minors 16-17:

1. Complete form DS-11: Application For A U.S. Passport
2. Appear in person at the time of application
3. Have a parent or guardian present photo identification if the minor does not have identification of his or her own
4. Provide a photocopy of the same ID document that will be presented at the time of application (applicant or parent/guardian)
5. Establish parental consent (you may be requested to provide written parental consent for a child age 16 or 17 if it is not implied on the application)

For adults 18 and above:

1. Complete form DS-11: Application For A U.S. Passport
2. Include evidence of US citizenship (expired passport, original birth certificate, etc...)
3. Pay the applicable fee
4. Submit one passport photo
5. Submit photo copy of identification
6. Apply in person, by mail, or online at travel.state.gov

VISA INFORMATION

VISAS

This year, the Royal Servants trips needing visas are **Nehemiah and Nepal**.

Paying for your visa

If you are traveling on the Nepal team, the base cost of the visa has been added to the cost of your trip. The Nepal team will apply for the visa while in country.

Nehemiah, your visa will be handled a bit differently. Nehemiah will receive visa instructions from the Trip Leaders after international airline tickets have been purchased.

Please do not apply for your visa on your own without receiving instructions from Royal Servants.