

PASSPORT INFORMATION

Passports are currently taking 14-16 weeks to process and obtain, so time is of the essence. Please do not wait. Begin the process of renewing or obtaining your passport today. If your passport is set to expire within six months of our departure date (June 9) you must renew your passport.

In order to obtain a passport for the trip, go to the Shasta County Clerk's office located in the Downtown Mall. You will need to bring the following:

- **Application form.** This can be obtained from the website travel.state.gov. If it is a first time passport you will use Form DS-11. If it is a renewal and you are sixteen or older, use form DS-82.
- **Two passport photos.** Crown Camera, Pages, Costco, Walgreens, Wal-Mart and Sears all take passport photos.
- **Certified Copy of your birth certificate.** It must be a certified copy that is stamped and issued by the county of birth, not the courtesy copy of birth that you sometimes receive from the hospital or a mere copy of the certified copy. Different counties have different requirements for obtaining birth certificates. In some counties, you can go on-line to request a certified birth certificate or fax a request. Some require a notarized statement before issuing a birth certificate. If you are going to the clerk's office in person, make sure you bring photo ID. You will submit the birth certificate with your application, but it will be returned to you with your passport when it is issued.
- **Two Fees.** The first fee must be in the form of a check and will be made out to the US Department of State. If you are 16 and over, the cost is \$67; fifteen and under, \$52. The second fee is a processing fee of \$30 to the Shasta County Clerk. This can be in the form of check, money order or cash. No credit cards are accepted for either transaction.
- **A parent.** If you are under 18, all students must be accompanied by a parent.

While you may hear from various sources that you can obtain your passport in a day in San Francisco, please be aware that that is no longer the case. You can now book an

appointment no sooner than two weeks in advance and must submit proof of flight information for your pending trip. We must submit our passports to MCI months in advance of the departure date, so that is not an option for anyone going on this trip. MCI has requested copies of all passports be submitted to them by November 1.