

Passport Information for conditionally accepted Ambassadors



This document includes important information that describes how Export Hope will support its conditionally accepted Ambassadors with obtaining their U.S. Passport if they do not already possess one. **(Make sure to apply for the U.S. Passport Book and not the U.S. Passport Card.)**

If you **already have a passport** that will be valid beyond when you are planning to travel, take a photo of the pages of the passport that contains your photo and signature, passport number, expiration date, etc. and email the photo to rpaul@exporthope.org. You do not need to read the rest of this document.

REQUIRED ACTION - If you do not have a valid passport or one that will be valid when you plan to travel:

- Let us know you need to apply or renew your passport and where to send the application fee check.
- Apply for your passport or renewal ASAP. You will also be responsible for some fees (details below).
- Email us a photo of the passport pages that have your signature and photo as soon as you receive it.

More Details:

Possessing your U.S. Passport is the first requirement to move your Export Hope Ambassador Program award status from conditional to full acceptance. It is impossible for you to travel abroad without it, so it is required as an initial step before we begin making any more of your more specific travel arrangements. Please work to obtain your U.S. Passport ASAP and according to the [Timeline](#). As soon as you receive your passport, please email a photo of the pages of the passport that contain your photo and signature, passport number, expiration date, etc. Send the email to rpaul@exporthope.org. One photo can contain both pages as they are next to one another.

As described below, Export Hope will partially support the acquisition of your U.S. Passport Book with Standard Processing and Standard Delivery. The costs to obtain a Passport are \$110 for the Application Fee and \$35 for the Execution (Acceptance) Fee, a total of \$145.

The Fees as of Nov. 2019: (for more information you can link [here](#).)

- The **Application Fee of \$110**, payable to the “U.S. Department of State”, will be paid for by Export Hope. We will provide you a check made out to the U.S. Department of State that you can present for this fee when you apply. We will arrange with you personally to receive this check.
- The **Execution (Acceptance) Fee of \$35** is the responsibility of the conditionally accepted Ambassador. Make sure you inquire in advance, with the facility where you will apply, what forms of payment for this \$35 are accepted. Different processing facilities have different payment form requirements.

For an overview of what is required to apply for a Passport, you can [link here](#).

Applying in Person: You can [link here](#) to read more about what is required to apply in person, the way Export Hope recommends you apply. Be sure and review this linked website to understand the things you will need to apply:

1. Your **completed Form DS-11**, link [here](#) for a version of the form you can fill out online and then print and bring with you when you apply. Or link [here](#) for a blank PDF version you can print out and fill out by hand.

2. **Proof of U.S. Citizenship** – bring the original proof and a photo copy of your proof of U.S. Citizenship – carefully review the website for the specific proof you will need to bring.
3. **Your Present ID** and a photo copy of your Present ID
4. **Your Passport Photo**, link [here](#) to review the photo requirements and important details related to this topic. **Costs for Passport photos are the responsibility of the conditionally accepted Ambassador.**

Now it is time to find the place you will apply; [link here](#) to use a tool to find all passport acceptance facilities near you.

[Link here](#) to find a post office location that also serves as a passport acceptance facility. The post office link is handy because it also allows you to schedule an appointment. On the USPS site, in the “Location Type” drop down, chose “Passports” to limit your search only to Post Office passport acceptance facilities.

Sending us the requested photo of your passport allows us to begin planning the next details of your travel.