

Passport & Visa Information

Q1 Where can I get a U.S. passport?

A1. In the Pullman/ Moscow area, you may apply for a passport at the following locations:

Pullman Post Office

Grand St. (going towards Lewiston, next to the Dodge Dealer)
Pullman, WA 99163
1.800.275.8777

Latah County Clerk and Auditor

Monday through Friday, 8:00 a.m. to 5:00 p.m.
(208) 882-8580
522 South Adams
Moscow, ID 83843

More information can be found on the US State Department Website. Additional locations nearest your home address and the DS-11 form to fill out for a passport can be found when you click on “Where to Apply in the US”:

http://travel.state.gov/passport/passport_1738.html

You can also download an application at: http://travel.state.gov/passport/forms/ds11/ds11_842.html
***Be sure to follow the directions very carefully.**

Q2. I have a passport, but it expired, what do I need to do?

A2. Complete the application, form DS-82, by mail. Attach to the application: your most recent passport, two identical passport photographs and a \$67 fee payable to the U.S. Department of State. Your previous passport will be returned with your new passport, check out the website on where to mail the forms. **You can also download an application at: http://travel.state.gov/passport/get/renew/renew_833.html** ***Be sure to follow the directions very carefully.**

Q3. Can I apply for my passport in Moscow, ID if I am a resident of Washington State?

A3. Yes!

Q4. When should I apply for my passport?

A4. The U.S. State Department estimates that it normally takes **25 working days** to process your passport application. However, they recommend that you apply **several months** in advance especially if you need a visa from a foreign embassy.

Q5. Is there a way to quickly process my passport?

A5. Yes, but you still should allow **two weeks** processing time. Passport-issuing agencies offer an expedient passport service for a fee. For more information about this service, visit the U.S. State Department web site at http://travel.state.gov/passport/passport_1738.html and select "Processing Time and Status Check" or consult your local passport-issuing agent.

Q6. Can I request a passport by mail?

A6. Probably not. The U.S. State Department allows certain individuals to **renew their passport** by mail if they meet certain criteria. Most WSU students cannot request a passport by mail because they do not have a current passport or were not over 16 when they received their first passport. To learn whether you meet the criteria and how to renew your passport by mail, visit the U.S. State Department web site at http://travel.state.gov/passport/get/renew/renew_833.html.

Q7. What do I need to get a passport?

A7. You must submit the items listed below to the Pullman Post Office, Whitman County Courthouse, Latah County Clerk and Auditor, or other authorized passport agent **in person**.

A Passport Application (Applications are available at the Pullman Post Office, Whitman County Courthouse, the Latah County Clerk and Auditor, or on the Internet at http://travel.state.gov/passport/passport_1738.html.)

Proof of U.S. Citizenship

(Only **one** of the following items is required; Student ID cards are not accepted.)

- Certified Birth certificate from the state where you were born (it should include file date, original seal, and signature from the issuing office; a photocopy or hospital record is unacceptable)
- Certificate of Naturalization
- Expired U.S. passport
- Consular Report of Birth Abroad, Certification of Birth, Certificate of Citizenship (for U.S. citizens born abroad)

Proof of Identity (one of these)

- Previous U.S. passport
- Naturalization Certificate
- Certificate of Citizenship
- Current, valid driver's license
- Government ID: city, state or federal
- Military ID: military and dependents

SOCIAL SECURITY CARDS ARE *NOT* ACCEPTABLE AS IDENTIFICATION.

- **Two identical 2"X 2" passport photos**

The photos must be front view and taken within the previous six months. Portrait photos are not suitable.

- **Passport application fee**

If you are applying for your passport for the first time and/or are over the age of 16, submit a ***\$55** check or money order payable to "Passport Services". There is also a ***\$12** security surcharge.

- **Passport execution fee**

Make a ***\$30** check or money order payable to the issuing agency.
(*prices are subject to change)

Q8. What is a visa?

A8. A visa is an endorsement by officials in a foreign country on a U.S. passport that allows the bearer to visit that country. There are different types of visas- tourist, student, or work.

Q9. If I have a passport do I need a visa?

A9. Maybe. Many students who study abroad need a visa. To find out the entry requirements for a country, check with nearest Consulate. Consulate addresses are available at http://travel.state.gov/visa/americans/americans_1251.html.

Additional information about visas may be available through the Education Abroad Office (Bryan Hall 105) or through specific sponsors for your externship.