

# Passport Information

**Passports are critical! LMI must have them to apply for a Letter of Invitation 2 months in advance of the trip.**

- 1) Pickup a Passport application at one of the following locations:
  - Available online at:  
[http://travel.state.gov/download\\_applications.html](http://travel.state.gov/download_applications.html)
  - Main Post Office
  - County Court House or Annex
  - Photo center
- 2) Complete the requested information on the application.
- 3) Attach a *certified* copy of your birth certificate. If you do not have a *certified* copy you will need to call the Department of Vital statistics of your birth county and request a copy. (This may take several weeks as they may require a letter and a prepayment for this service.)
- 3) Have your 4 pictures taken at a photo center (Walgreens) that does passport photos.
- 4) Take the completed passport application, 2 photos, and the *certified* copy of your birth certificate to the Main Post Office or the Court House (or Annex) and pay the appropriate fees. (Allow 6 weeks for this service. **If you are within the 6-week deadline until departure, you will have to have the passport rushed.**)
- 5) Upon receipt of the Passport, sign it and make a copy and file it in a safe place.
- 6) Passport will need to be given to LMI As soon as possible.
- 7) 2 remaining Passport photos will need to be given to LMI at a minimum of four weeks prior to departure for possible Visa application.