

Hi! We are excited to have so many people interested in the European Choir Tour 2020! Following is a recap of important items covered in the meeting on 2/28/19. All of this information will be on the Choir Booster website. [www.smechoirbooster.com](http://www.smechoirbooster.com)

### Committee

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Airport Coordinator	Rebecca Schultz <a href="mailto:RebeccaSchultz@smsd.org">RebeccaSchultz@smsd.org</a>

Registration Deadline: March 8, 2019 If you need an extension on this date, please let Ken know.

Please fill out the following form and email to Brad Biles ([brad.biles@park.edu](mailto:brad.biles@park.edu)) as soon as possible.

Deadline to turn in passports is 10/18/19. If you do not have a passport or need to renew, please do so as soon as possible. Do not wait. (Renewals can take several months.) Passports are needed to book airfare and to ensure that we get the best possible pricing and routing.

If you do not turn in your passport information by 10/18/19, you will be put on a waiting list and will not be guaranteed a seat.

# Apply for a U.S. Passport

## Eligibility

To have a U.S. passport, you need to be a U.S. citizen by birth or [naturalization](#) or be a [qualifying U.S. national](#).

## *Passport Book and Passport Card*

Depending on where you are traveling outside of the U.S., you will need to determine if you need a [passport book or a passport card](#).

- A passport book is required for all international travel by air.
- To enter the United States at land border crossings or sea ports-of-entry from Canada, Mexico, the Caribbean, and Bermuda, you can use a passport book or a passport card.
- A passport card is more convenient and less expensive than a passport book, but it cannot be used for international travel by air.

## How to Apply

The application process is the same for either the passport book or card, even if you want both at the same time. You have to go in person to present your application.

### *From Within the United States*

- If you need to get a passport in two weeks or less, you will need an expedited process. To find out where you need to go and what additional fees you'll pay, follow the [steps to get a passport quickly](#).
- If you will be traveling in three weeks or more, you can follow the regular application process and apply in person at a [passport acceptance facility](#).

### *From Outside the United States*

- Contact the [U.S. Embassy or consulate near you for information and forms to request a passport from outside the U.S.](#)

## Items You Need to Apply for a U.S. Passport

- Application Form - To complete the application for a passport book, card, or both together, first do one of the following:
  - Fill out the application online. Use the [Passport Application Wizard to step through the process of filling out the application](#). When you've completed the application, print it out to take to the passport acceptance facility. Passport applications cannot be submitted online.
  - Fill out the application by hand. Download the [passport application form \(DS-11\) and instructions \(PDF, Download Adobe Reader\)](#) and complete the application by hand, or go to a [local passport acceptance facility](#) to get a copy to fill out.
    - Whether you fill it out online or by hand, it is important that you do not sign the form until you are instructed to do so in front of a passport designated official you will meet when applying in person.
- [Personal documents](#) - You'll need to bring all of the following:
  - An original proof of citizenship document
  - An acceptable photo ID document
  - A photocopy of the front and back of the citizenship document and photo ID document
- Passport photo - Follow the [photo requirements](#).
- Payment - Calculate your [passport fees](#).

## Renew a U. S. Passport

Every person, regardless of age, must have their own passport to travel internationally by air.

### Eligibility

To have a U.S. passport, you need to be a U.S. citizen by birth or [naturalization](#) or be a [qualifying U.S. national](#).

You can renew your current or expired U.S. passport unless your passport was:

- Issued before your 16th birthday
- Issued 15 or more years ago
- Damaged, [lost, or stolen](#)
- Issued in your previous name and you don't have a legal document like a marriage license to prove your legal name change

If any of these are true, you cannot renew your passport. Instead, you must apply for a [new passport in person using form DS-11](#).

### How to Renew Your Passport

- If you need to get a [passport quickly--in two weeks or less--you will need to have your passport renewal expedited and pay additional fees.](#)
    - Call the National Passport Information Center to make an appointment at a [Regional Passport Agency](#). There are two options for getting an appointment:
      - For an automated appointment system available 24 hours a day, call 1-877-487-2778; TDD/TTY: 1-888-874-7793.
      - OR use the [online passport appointment system](#).
    - At your appointment, you'll need to provide proof of immediate travel, an expedited fee, and the items listed below to renew your passport.
  - If you will be traveling in three weeks or more, you can submit an application by [mail](#).
- If you live outside the U.S. or Canada: Contact the [U.S. Embassy or consulate near you for information and forms on all passports requested from overseas](#).

### Items You Need to Renew Your Passport

- Application form - Use the renewal application [form DS-82 \(PDF, Download Adobe Reader\)](#). You can print it and fill it out by hand, or use the [Passport Application Wizard](#) to complete the form online and print it out. While applications can be filled out online, they cannot be submitted online. You can also get a DS-82 form at a local passport acceptance facility or regional agency.
- Passport photo - Follow the [photo requirements](#).
- Payment - Include your [passport fees](#).
- Your most [recent passport](#).
- If your name has changed, you'll need a [certified copy of your marriage certificate or a court order of your name change](#).

The Passport Services Office returns the official documents you submit as supporting documentation.

### Tips on When to Renew Your Passport

- Renew your passport approximately nine months before it expires.
- Check the expiration date because certain countries require passports to remain valid for up to 6 months after travel. Also, some airlines do not allow you to board if you don't meet this requirement.
- If you travel frequently, check the "52 page" box at the top of your passport application to receive a larger passport book with 52 pages.

For more information, [see these frequently asked questions about passports](#).

## Get a Passport Quickly

You could ask and [pay for expedited service](#) if:

- Traveling in 24-48 hours for an emergency such as a serious illness, injury, or death in your immediate family
- Traveling within 2 weeks as you are able to provide proof of immediate international travel (for example, purchased airline or cruise tickets)

For the above, you need to follow the steps for expedited service request in person:

1. Call the National Passport Information Center to make an appointment at a passport agency. There are two options to make an appointment:

o For an automated appointment system available 24 hours a day, call 1-877-487-2778; TDD/TTY: 1-888-874-7793.

o Use the Passport Services [online appointment system](#).

2. With an appointment, submit your request in person at a [regional passport agency](#).

If your trip is not within 2 weeks, but you need your U.S. passport more quickly than the normal processing period of 4 to 6 weeks, you can [request expedited service by mail or in person at a passport acceptance facility near you](#).

In addition to the regular passport application costs, the expedited service will cost an extra \$60, plus any delivery costs.

## Passports for Minors Under the Age of 18

All children must apply or reapply for a U.S. passport in person at a passport acceptance facility.

- [Children under 16 need parental consent and their parents must:](#)
  - Be present with their children
  - Co-sign the application
- [Children ages 16-17 applying for a passport can do it by themselves if they have their own identification documents. A parent will need to provide a signed statement saying they're aware that their child is seeking a passport, or attend the appointment with them.](#)

Find resources about passports and custody disputes and how parents may enroll their children who are U.S. citizens under the age of 18 in the [Children's Passport Issuance Alert Program \(CPIAP\)](#).

If you are living overseas, contact a [U.S. Embassy](#) or consulate in the country where you are for information on how to apply for your child's passport.

## Check the Status of Your Passport

[Passport application processing times](#) vary throughout the year, but there is a way to get a passport in an emergency. [Check the status of your passport application](#) online 7-10 days after applying.

If you have questions about passports, please contact the [National Passport Information Center](#).

## Passport Fees

Fees for renewing or getting a new passport depend on several factors such as if you are just getting a passport card or if you opt for expedited service. The passport application fee and the execution fee are non-refundable. They are collected and retained by law even if a passport is not issued.

- [Learn more about estimating passport fees and about payment methods.](#)

If you are outside the U.S. and are renewing or applying for a new passport, ask your nearest [U.S. Embassy or consulate what forms of payment they are able to accept](#).

Facility Name	Street Address	City	State	ZIP Code	Public Phone	Distance
KANSAS CITY PUBLIC LIBRARY- WESTPORT BRANCH	118 WESTPORT RD	KANSAS CITY	MO	64111	8167013488	2
KANSAS CITY PUBLIC LIBRARY-RUIZ BRANCH	2017 WEST PENNWAY	KANSAS CITY	MO	64108	8167013487	4
KANSAS MAIN OFFICE WINDOW UNIT	30 W PERSHING RD SUITE 112	KANSAS CITY	MO	64108	8163749182	4
BROOKRIDGE POST OFFICE	9727 ANTIOCH RD	OVERLAND PARK	KS	66212	9136497504	5
CIVIC CENTER POST OFFICE	550 NEBRASKA AVE	KANSAS CITY	KS	66101	9136210013	6
LONGVIEW STATION	8800 RAYTOWN RD	KANSAS CITY	MO	64138	8167373275	9
RAYTOWN POST OFFICE	10501 E 63RD ST	RAYTOWN	MO	64133	8163136872	9
KANSAS CITY PUBLIC LIBRARY- TRAILS WEST BRANCH	11401 E 23RD ST	INDEPENDENCE	MO	64052	8167013483	10
HICKMAN MILLS STATION	6921 E 111TH STREET	KANSAS CITY	MO	64134	8167630542	10
MARTIN CITY STATION	10 E 135TH STREET	KANSAS CITY	MO	64145	8169438589	10

Great options for walk-in with out an appointment: Stillwell Post Office, Westport Library.

Please fill out the following forms and send to Ken. These need to be notarized. When completed, please send to Ken or the Forms Chairs.

The Fundraiser is a wonderful opportunity for your child to pay for all or part of their trip. They will sell raffle tickets for a trip for 2 to Europe. The students will receive more information about this later this year.

If you or your company would like to sponsor our trip jackets and/ or bags, please contact Ken, Tiffany or Laura.

All adults going on the trip will need to be MVP trained. We are hoping to set this up at one of our future trip meetings. However, if you would like to get trained earlier, there is information on the SMSD website.