

Passport Instructions



Applying for the first time:

Visit www.travel.state.gov and navigate to the “passport” section. Download form DS-11 and begin filling out the information and gathering documents needed.

You will need two copies of your passport size photo, available from the church office from your team picture. Call ahead to the church office and give us 48 hours to have this printed correctly.

You will be required to submit two forms of documentation. One is proof of your U.S. citizenship (such as a certified birth certificate) and a picture I.D. (such as a driver’s license). If you cannot locate a copy of your birth certificate, there are multiple websites that offer to order one for you. Or call the county in which you were born.

You must take your completed application, documents, and money to appear in person. Do not sign your application until you appear before the passport officer.

Applications should be taken to the TAYLOR RD. or CATOMA ST. post offices. They are the only post offices in Montgomery that accept passport applications. Applications are accepted 8 AM-4:30 PM Monday- Friday.

The cost of the application is \$130. You may expedite your application for an additional \$60. This cost is your responsibility and may not come from your funds raised.

Parents: if you are applying for a child’s passport, BOTH legal parents must be present (or a court order removing custody or death certificate).

Your passport is good for 10 years.

Please note: a passport card is NOT valid for air travel outside of the United States. Please apply for a passport book.

Processing time is approximately 4-6 weeks. Occasional delays can increase your wait time.

Renewing Your Passport:

Visit www.travel.state.gov and navigate to “Renew your U.S. Passport” and download form DS-82. You may submit this documentation by mail.

You must have at least 6 months validity on your passport at the time of your arrival in your country and 4 blank pages. If your itinerary involves multiple countries, make sure enough pages are available.

To renew your passport you must be able to meet the following requirements:

- Your most recent undamaged passport can be submitted with application
- You were at least 16 years old when your last passport was issued.
- Your most recent passport was issued within the last 15 years.
- The passport was issued in your current legal name or you can document your name change.



Vaccination Instructions

It is suggested that all team members follow the vaccination guidelines by the CDC for the country you'll be working in. This information can be obtained at www.cdc.gov/travel. It is your responsibility to obtain all needed vaccinations.

Landmark has a close working relationship with AUM Nursing Care Center which administers these vaccinations. You do not have to use AUM, but it is a convenient option.

AUM has been notified of the vaccinations you will need based on your application that was submitted.

The cost of the vaccinations is your responsibility at the time they are administered.

If you are a returning team member, please make sure your vaccinations, such as typhoid, have not expired. If you are uncertain, please call AUM and have them pull your file if you received your prior vaccinations there.

When you receive your vaccinations, you will be issued a yellow health passport. It is advisable that this be carried with you on your trip along with your passport. It is required when traveling to and from yellow fever countries like Tanzania.

Some vaccines are a series of shots (such as Twinrix for Hepatitis A & B) that take several months to complete. Please begin your series as soon as possible.

If you are traveling to a malaria risk area (such as Malawi or Tanzania), the AUM Nursing Care Center will write a prescription for the recommended drug. These prescriptions will be given to you approximately one month before your departure date.

If you are military, you might qualify for no-cost vaccinations on base.

Call and make an appointment with the AUM Nursing Care Center at
334-244-3281

My 1st appointment is: _____

My 2nd appointment is: _____

My 3rd appointment is: _____