

# MISSIONS



## Passport Information

Passports are needed for anyone traveling outside the US, even infants. Passports are also needed at times for identification inside the US.

If you are applying for a passport for the first time, follow these steps:

- Passport Photo. You will need two passport photos taken within the last 6 months. There are special requirements for passport photos. Do not wear white. Do not wear a hat or glasses. These can be taken at Walgreens and other places that offer official passport photo services.
- Proof of Identity: Your driver's license, military card, or old passport is sufficient.
- Proof of Citizenship You will need your original birth certificate or original certificate of citizenship (if you are an immigrant).
- Payment for Passport Fees: Most facilities take cash, check or debit cards. Others may need a money order. The cost will vary depending on if you are renewing a passport or applying for the first time.
- Visit a Passport Acceptance Facility

North Little Rock Main Office  
300 W Pershing Blvd  
North Little Rock, AR 72114

Jacksonville Post Office  
1205 W Main St  
Jacksonville, AR 72076

William F. Laman Public Library  
2801 Orange St  
North Little Rock, AR 72114

Little Rock Post Office  
600 E Capital Ave  
Little Rock, AR 72202

- A Passport Officer will authenticate your documents. Your application may take up to 6-8 weeks or more for processing and will be sent to you via mail once it is approved and completed.
- During the application process you may be offered the opportunity to get a Passport Card along with your standard Passport Book. This card is used for TSA (security) identification in domestic travel situations. If you travel within the US, this would be necessary. Oct. 1, 2019 a driver's license is no longer an acceptable piece of ID for TSA security. If you never travel domestically, this card is probably not necessary. If in doubt-Get it! It is about \$30.

\*For more information about getting a passport or renewing/changing or correcting your passport visit <https://travel.state.gov/content/travel/en/passports/need-passport.html> or visit [passporthealthusa.com](http://passporthealthusa.com)

# MISSIONS



## Passport Information

### How Do I Renew My Passport?

#### 1. Gather Necessary Documents

- Passport Application Form
- Most Recent Passport
- Passport Fees
- Passport Photo

#### 2. Send Your Application Kit to the National Passport Processing Center

**Routine Service** (If you live in Arkansas. Check the website if you live in any other state):

National Passport Processing Center  
Post Office Box 90155  
Philadelphia, PA 19190-0155

**Expedited Service** (Additional fee applies. For any state or Canada):

Write "EXPEDITE" on the outside of the mailing envelope.

**National Passport Processing Center  
Post Office Box 90955  
Philadelphia, PA 19190-0955**

NOTE: When mailing your passport application within the United States, please use:

- A) An envelope large enough to fit the application without folding
- B) Mail by the United States Postal Service (USPS) A **trackable delivery method**. The method used must be able to deliver to a P.O. Box address.

3. You can also renew your passport at the Main Little Rock Post at 600 E Capital Ave. They can take Passport pictures there, mail them off and take payments. They open at 8am and we recommend getting there first thing in the morning as it fills up quickly.

If you are traveling with a child under 16, who needs a passport, both parents must be present in order to apply. If only one parent is available there must be a signed, notarized statement from that parent. You need an original copy of the child's birth certificate (it needs to be in good condition).

\*For more information about getting a passport or renewing/changing or correcting your passport visit <https://travel.state.gov/content/travel/en/passports/need-passport.html> or visit [passporthealthusa.com](http://passporthealthusa.com)