



Mission Mexico 2016

January 17, 2016

Dear RHSG Students & Parents,

The **2016 Mexico Mission trip** will be the week of April 1 - 9. ALL students must have a U.S. Passport or Passport Card this year. A birth certificate is no longer acceptable for re-entry into the U.S. You must apply and have your passport in hand prior to leaving for Mexico, or you will not be able to attend this mission's trip.

Here is information to help you apply for a U.S. passport:

Our local Danville Post Office, located on Camino Tassajara, can do the entire passport application process. This is by appointment only. You will need to call the post office at (925) 736-0775, or stop by and visit them to make your appointment. They will process paperwork, and take color photos on the premises. This is a one-stop, do-it-all appointment. There are other agencies that you may apply at. Please see the U.S. Department of State website (www.travel.state.gov) for a list.

A passport application can be picked up at the local post office, or visit online at www.travel.state.gov to print an application. Please read the application carefully, as there are specific requirements

Please take note that a CERTIFIED birth certificate is required for this application.

(A certified birth certificate has a registrar's raised, embossed, impressed or multicolored seal, registrar's signature, and the date the certificate was filed with the registrar's office (photocopies are not acceptable). Some short versions of birth certificates were issued, over a number of years, with the word "**ABSTRACT**" on them. These are **NOT** acceptable for passport issuance. Please look at your birth certificate, and if this is the only type in your possession you will need to get a certified birth certificate.)

One last thing, be sure to make a couple of copies of your original birth certificate to keep at home. When applying for the passport you must surrender the original birth certificate to be submitted with the passport application. The birth certificate will be returned to you along with your new passport via U.S. mail.

Any questions, please call **Glynda Smith at (925) 683-6650**. All Information regarding U.S. passports can be found online at www.travel.state.gov.

Thank you parents for all you do to help our students at Rolling Hills Community Church.

In His Service,

Glynda Smith
Mission Mexico 2016

Passport Book and Passport Card Fees

PASSPORT RENEWALS - If you are age 16 or over and eligible to use Form DS-82 (see travel.state.gov for eligibility requirements), you do NOT need to pay the \$25 acceptance fee when renewing your passport; the cost to renew a U.S. Passport Book is \$110. If you are eligible to use form DS-82, the cost to apply for a U.S. Passport Card is \$30.

Passport Services		Acceptance Fee	Application Fee	Total Fees
Passport Book	Age 16 and over	\$25	\$110	\$135
Passport Book	Under Age 16	\$25	\$80	\$105
Passport Card	Age 16 and over	\$25	\$30	\$55
Passport Card	Under Age 16	\$25	\$15	\$40
Passport Book & Card	Age 16 and over	\$25	\$140	\$165
Passport Book & Card	Under Age 16	\$25	\$95	\$120

Keep in mind that passport acceptance fees are paid directly to the USPS, while passport application fees are paid directly to the Department of State. Valid payment methods are listed below.

Valid Payment Methods

Payment Type	Accepted by Postal Service	Accepted by Department of State
Cash	YES	*YES
Personal Checks	YES	YES
Business Checks	YES	YES
Cashier's Checks	YES	YES
Traveler's Checks	YES	YES
Treasury Checks	YES	YES
Debit Card	YES	NO
Postal Money Orders	YES	YES
Non-Postal Money Orders	YES	YES
Canadian Postal Money Orders	YES	NO
Foreign Money Order	YES	NO
Credit Card	YES	NO
Postal Payment Card	NO	NO

*USPS accepts cash for purchase of a Postal Money Order that's paid to the Department of State. You may request the Department of State's Expedited Passport Processing Service for an additional \$60. Overnight delivery of Passport **BOOK** is also an option at \$14.85. Passport Cards are only delivered via First Class Mail.

If you bring a Passport Compliant Photo (2 color copies, size 2" x 2", taken within last 6 months, etc.) the Photo Fee is not required. These should be taken by someone familiar with passport requirements, as there are many specific rules.

*Two color photos will be taken. Granted, you can pay less by having passport photos made at Costco, and then applying at an agency of your choice. The post office can process your entire application with minimal travel and hassle.