Thank you for your interest in the CIEE Passport Caravan! We are excited about giving away free passports!

In order to obtain a US passport, you must present several documents to the Passport agent during your assigned appointment time.

What follows is a list and description of what you will need for your appointment.

Passport Materials

For full details on passport application requirements, please visit the [US Department of State website](https://travel.state.gov/).  

**NOTE: There are absolutely, positively no exceptions to what is detailed here. Everything must be completed **EXACTLY** as described, and each item is required.**

1. **Passport Application Form DS-11 – Unsigned**
   - This may be completed ahead of time in **black ink only**, but **DO NOT SIGN**. It must be signed in the presence of a Passport Agent (i.e. at the Passport Caravan).

2. **Proof of US Citizenship** (provide only **ONE** of the following)
   - Previous fully valid US passport book or card; can be expired
   - Certified US birth certificate – **photocopies CANNOT be accepted**
   - Consular Report of Birth Abroad or Certification of Birth
   - Certificate of Naturalization or Citizenship

3. **Proof of Identity** (provide **ONE** of the following)
   - Recently issued Certificate of Naturalization or Citizenship with easily recognizable photo
   - Current, valid driver’s license or state ID
   - Government employee ID
   - Military ID

   *Please note that if an out of state Driver’s License or State ID is presented, a second photo ID may be required by the passport agent. An official college/university issued student ID card is often an appropriate second form of identity. You should check with the passport agent assisting with your event on this requirement.*

4. **Photocopy of Valid Photo ID**
   - Clear photocopy (black and white is OK) of the front and back of the valid photo ID that is being presented

5. **Passport Photo**
   - Must be an official passport photo. Photos made at home or cut from previous pictures **CANNOT** be accepted.
   - Official passport photos can be obtained at most Walgreens / CVS / RiteAid stores, or at most passport-issuing locations, such as your local Post Office.
Passport Photo Requirements

For full details on passport photo requirements, please visit the US Department of State website. The US Department of State also provides passport photo examples that can be viewed here.

**Starting November 1, 2016, eye glasses will no longer be allowed in passport photos.**

- In color
- Printed on matte or glossy photo quality paper
- 2 x 2 inches (51 x 51 mm) in size
  - Sized such that the head is between 1 inch and 1 3/8 inches (between 25 and 35 mm) from the bottom of the chin to the top of the head. View the [Photo Composition Template](#) for more size requirement details.
- Taken within the last 6 months to reflect your current appearance
- Taken in front of a plain white or off-white background
- Taken in full-face view directly facing the camera
- Taken with a neutral facial expression (preferred) or a natural smile, and with both eyes open
- Taken in clothing that you normally wear on a daily basis:
  - Uniforms, clothing that looks like a uniform, and camouflage attire should not be worn in photos except in the case of religious attire that is worn daily.
  - You may only wear a hat or head covering if you wear it daily for religious purposes. Your full face must be visible and your head covering cannot obscure your hairline or cast shadows on your face.
  - Headphones, wireless hands-free devices or similar items are not acceptable in your photo.
  - If you normally wear a hearing device or similar articles, they may be worn for your photo.
  - Dark glasses or non-prescription glasses with tinted lenses are not acceptable unless you need them for medical reasons (a medical certificate may be required).