
PASSPORT INFORMATION

What's the difference between a passport and a visa?

A **passport** is simply your identification as a citizen of your home country. In the case of American citizens, our passports are issued by the US Department of State.

A **visa** is written permission from one country which allows you entrance into their borders. Not all countries require visas for USA citizens. Visas are applied for in various ways depending on the requirements of that specific country.

PASSPORTS

Each Royal Servant participant needs to apply for and purchase their own passport if they do not already have one. Visit <https://travel.state.gov> for instructions on how to apply for your US Passport. When you apply for your passport, request that you receive it at least 1 month **before** you leave for Training Camp.

If you already have a passport: Check the expiration date, as the passport cannot expire within 6 months of the return of the trip.

If you are traveling to China: You will need to apply for a passport no later than March 15th. We will need passport copies for China participants by **May 1st** in order to book the international airfare.

For minors under 16:

1. Complete form DS-11: Application For A U.S. Passport
2. Submit form DS-11: Application For A U.S. Passport In Person
3. Submit child's evidence of U.S. citizenship
4. Submit evidence of relationship between child and parent(s)/guardian(s)
5. Present identification of parent(s)/guardian(s)
6. Submit a photocopy of each parent/guardian ID document to be presented (Step 5)
7. Provide parental consent
8. Pay the applicable fee
9. Submit one passport photo

For minors 16-17:

1. Complete form DS-11: Application For A U.S. Passport
2. Appear in person at the time of application
3. Have a parent or guardian present photo identification if the minor does not have identification of his or her own
4. Provide a photocopy of the same ID document that will be presented at the time of application (applicant or parent/guardian)
5. Establish parental consent (you may be requested to provide written parental consent for a child age 16 or 17 if it is not implied on the application)

For adults 18 and above:

1. Complete form DS-11: Application For A U.S. Passport
2. Include evidence of US citizenship (expired passport, original birth certificate, etc...)
3. Pay the applicable fee
4. Submit one passport photo
5. Submit photo copy of identification
6. Apply in person, by mail, or online at travel.state.gov

VISA INFORMATION

VISAS

This year, the Royal Servants trips needing visas are **China, Nehemiah/Timothy, Nepal, and Uganda.**

If you are traveling to one of these countries, we will send you detailed instructions via email and mail after the international flights are booked the beginning of May on how to apply for your visa. Please do not apply for your visa on your own without receiving instructions from Royal Servants. We will provide instructions with plenty of time to secure your visa before we travel.

If you are traveling to a country that requires you to send in your Passport for the Visa application process, you may not have it when flying to Training Camp. Therefore, airlines require that you have a state issued ID or Driver's License to verify your identity.

Paying for your visa

If you are traveling on the China, Nepal, or Uganda teams, the base cost of the visa has been added to the cost of your trip. The Nepal team will apply for the visa while in country. However, the China and Uganda visas will need to be obtained prior to leaving. For those teams, the cost of the visa will remain on your account until it is time to apply for the visa. Since you will need to pay for that on your own, we will remove the cost from your trip at that time. We do this so that you are aware of the fees and so you know to support raise for it since any visa fees you pay out-of-pocket (including mailing and service fees) are reimbursable if you raise enough funds.

Nehemiah/Timothy, your visa will be handled a bit differently. Those details will be included in your Preparation Packet booklet.

Again, please do not apply for your visa on your own without receiving instructions from Royal Servants. You will need the international flight and lodging information and documentation before applying. Applying early without the appropriate information can result in the rejection of the visa application.