

# Passport / Visa

Traveling to Russia will require an International Passport and a Visa which is a separate document. A Visa can not be obtained until you have a valid passport. It usually takes 4-6 weeks to get a passport, however one can be obtained in about 2 weeks by paying an expedite fee. If you don't have a passport and have thoughts of going on an international mission trip, this is the first thing you will need to do. A passport **MUST** be in hand two months prior to the mission trip departure date so there will be time to obtain your Russian Visa.

To obtain a passport you will need the following items and you must appear in person;

1. Birth Certificate with an official seal.
2. Two 2x2 inch passport photos
3. Valid Drivers License
4. \$55 dollar fee paid to the Department of State
5. \$30 execution fee
6. \$60 expedite fee (if needed within 2 weeks)
7. Social Security Number

Check your local listings in your town for the place to obtain a passport. For the passport office in Plano, Texas contact;

Passport Office – Plano  
Collin County Sub-Courthouse  
900 E. Park Blvd.  
Plano, TX 75074

972-831-3090  
8am - 12pm, 1pm - 5pm, M-F

Once the passport is obtained, the SAC will obtain a Visa for participants once they fill out a Mission Trip Registration Form and a Visa application. Please ensure you comply with the following once you have your passport;

- a. **Ensure that you have signed the passport.** It must be signed to be valid.
- b. Ensure it is valid for at least 6 months from your return date
- c. Keep with you at all times while traveling overseas
- d. Keep photocopies in your;
  - i. Wallet
  - ii. Waist Pack
  - iii. An unused inside coat pocket
  - iv. In each piece of luggage
  - v. In your camera bag

For more detailed information on obtaining a passport, please see the U.S. Department of State website listed below:

[http://travel.state.gov/passport\\_services.html](http://travel.state.gov/passport_services.html)