If you have not already done so, you should obtain a United States Passport immediately. Apply well in advance of your departure. Processing an application now takes four to six weeks (upon receipt). A valid U.S. passport is required to enter and leave most foreign countries and a passport is required when applying for other items such as a visa. If you already have a passport, please check its expiration date. **In many countries your passport must be valid for three to six months beyond the ending date of your program**, so renew your passport now if necessary.

**WHERE TO APPLY FOR A PASSPORT**
Passport applications are taken by the State Department Passport Agency in your locale and also many U.S. Post Offices and Clerks of Court. You should obtain information describing the procedure for applying for a passport by visiting the web site for the State Department: [http://www.travel.state.gov/passport/passport_1738.html](http://www.travel.state.gov/passport/passport_1738.html)

**LOCAL ACCEPTANCE FACILITIES**
- Hamilton Post Office is an Acceptance Facility and can be reached at 824-2350. Passport services are available Mon.–Fri. from 9 a.m. to 12 Noon and 2 p.m. to 4 p.m. Saturdays from 9 a.m. to 10 a.m.
- The Madison County Clerk’s Office in Wampsville is an Acceptance Facility and can be reached at 366-2261. Office hours are Mon.–Fri. from 9 a.m. to 4 p.m.
- The toll-free number for the National Passport Information Center is (877) 487-2778.

**WHAT YOU WILL NEED**
When you apply for your passport, you will need the following items:
- Proof of U.S. citizenship, e.g., an official birth certificate (see below), a previous U.S. passport, or naturalization papers.
- Two identical recent passport photographs, 2” square. Automat photos, self-created digital photos, and Polaroid snapshots are not acceptable. Note: You should consider having additional photos made as you will need at least one for the International Student Identity Card (if you opt to buy one), and if a visa is needed for the country where you will be studying, another one or two.
- $110 to $135.00. Please contact the office you will be using for acceptable forms of payment and confirmation of fees. The expedited service fee is an additional $60.00 for each application.
- Personal identification that includes your photograph and a signature, e.g., driver’s license, Colgate University ID, employee identification card.
- Official application form from Passport Services: [http://travel.state.gov/passport/forms/forms_847.html](http://travel.state.gov/passport/forms/forms_847.html)

You will also need to know your parents' dates and places of birth to complete the application.

**BIRTH CERTIFICATE**
You will need an official birth certificate to obtain your passport. Official birth certificates are issued from the Office of Vital Statistics in the state where you were born. Anyone born in the United States may apply for an official birth certificate through the Division of Vital Records. For specific contact information, refer to [http://www.cdc.gov/nchs/w2w.htm](http://www.cdc.gov/nchs/w2w.htm)

**PASSPORT PHOTOS**
Locally you can contact Kinney Pharmacy at 824-2200
or the Hamilton Post Office at 824-2350.