

# PASSPORT & VISA PROCEDURES

## Passport Information

In preparation for your upcoming mission trip, NOW is the time to begin the process for obtaining a U.S. Passport. You can pick up a Passport application in the One: Eight Global Impact Center, or download the application at <http://www.longhollow.com/go/passport>. You can also visit [www.travel.state.gov](http://www.travel.state.gov) for complete information and details on obtaining a passport.

It takes approximately three weeks to process a passport application, but there can be delays so plan ahead and allow yourself plenty of time to avoid problems and an expedited service fee later.

Your passport application can be turned in at the following local Post Offices:

### **Hendersonville Tennessee Post Office**

105 Imperial Boulevard Hendersonville, TN 37075-9998  
(615) 824.3329  
Tuesday-Friday from 9:00 am – 1:00 pm  
By appointment only

### **Sumner County Chancery Court, 18<sup>th</sup> Judicial District**

100 Public Square, Room 400  
Clerk & Master's Office  
Gallatin, TN 37066  
(615) 451.6036  
Monday-Thursday from 9:00 am – 3:00 pm Walk-in

## Visa Information

If your mission trip travels require a Visa, you will receive specific directions from your Team Leader concerning the procedures you will need to follow for obtaining your Visa.