

The Office of International Education



Passport Information Sheet

Department of State: [How to Apply and Renew a Passport](#)

How to apply in person (video guide) – click, [here](#).

Passport Acceptance Facility

[ATLANTA MAIN OFFICE](#) 3900 CROWN ROAD ATLANTA GA 30304 (404) 765-7292

To Schedule Appointments, see link directly below (Photo services are not available at all locations).

<https://tools.usps.com/rcas.htm> (appointment search and scheduler portal for Atlanta Main Office location and other postal facilities throughout the Atlanta area).

Note: Passport photo services are also available at Spelman College, \$5 fee for 2 photos (lower level of Cosby Building – Replacement ID office). The hours of service are 11am – 7pm, Monday – Friday. Ms. Reid, freid@spelman.edu (404.270.5616), oversees this service. This is a next day service and students must first report to the Spelman Cashier's Office, 2nd floor of Packard Hall to pay for the passport photo service, \$5.00. From there, take your receipt to Ms. Reid during the hours listed above.



To find other locations, please click this link: [Passport Acceptance Facility Search Page](#)

Note: If you already have your passport, please ensure that it will be valid **at least 6 months beyond your planned return date from abroad. If not, then you MUST renew.**

Travel Tips

- OIE Traveler Safety document, [here](#)
- Make two copies of all your travel documents in case of emergency and leave one with a trusted friend or relative.

Application for \$165 reimbursement



*Delta Airlines Passport Assistance
Program Application QR Code*

- *Passport Assistance Program Flyer, [HERE](#).*
- *Passport Assistance Reimbursement Application, [HERE](#).*

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