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.