



Passport & Document Renewal Checklist

ONE-PAGE QUICK REFERENCE

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Most travel problems start months before departure, with a document nobody checked. Work the list top to bottom.

12 MONTHS OUT

- ☐ Locate every traveler's passport
- ☐ Check expiration date on each passport
- ☐ Confirm 6+ months validity past return date
- ☐ Count blank visa pages (2 per country)
- ☐ Check name matches airline ticket exactly
- ☐ Renew now if expiring within 12 months

6 MONTHS OUT

- ☐ Research visa requirements per country
- ☐ Note e-visa / ETA / eTA processing windows
- ☐ Check transit visa needs for layovers
- ☐ Review vaccination & health entry rules
- ☐ Purchase travel protection

30 DAYS OUT

- ☐ Enroll in STEP (step.state.gov)
- ☐ Print 2 copies of every key document
- ☐ Leave 1 copy with someone at home
- ☐ Notify bank & card issuers of travel dates
- ☐ Confirm passport is signed

9 MONTHS OUT

- ☐ Submit renewal or first-time application
- ☐ Order certified birth certificate if needed
- ☐ Take new passport photos to spec
- ☐ Photograph/scan all documents to the cloud
- ☐ Update passport for legal name changes

90 DAYS OUT

- ☐ Apply for visas and entry authorizations
- ☐ Renew driver's license if expiring
- ☐ Apply for International Driving Permit
- ☐ Confirm TSA PreCheck / Global Entry status
- ☐ Verify REAL ID for domestic flights

CARRY-ON DOCUMENTS

- ☐ Passport + visa approvals
- ☐ Printed flight & hotel confirmations
- ☐ Travel protection policy & 24-hr number
- ☐ Driver's license / IDP
- ☐ Prescriptions in original packaging
- ☐ Emergency contacts on paper

Notes

Questions? Let's talk.

Book a complimentary consultation:

calendly.com/travelmeetsadventure