

Passport applications and renewals

All travelers must have a passport valid 6 months beyond the return date of travel. If you do not have a passport or you need to renew your passport go to the Department of State website <www.travel.state.gov> or your local post office for information.

How to send your passport by e-mail

Because of the embargo it is not practical to send your passport information to Havana by post. Mail must go through a third country and may take two or three weeks. Therefore we have worked out a system to send an e-mail scan of your passport.

Please scan ONLY the first two inside pages of your passport. These pages have your signature and photo with your passport number, birthdate, and expiration date. If you don't have access to a scanner you can have this done at many office supply stores or similar businesses.

Snapshots of your passport taken with a digital camera are NOT acceptable.

To keep the file size small please follow these guidelines:

1. The file should be in the .jpg format—NOT .tif or .bmp.
2. Scan both pages together at 100% size (5x7 inches).
3. Adjust the borders of your scan to include only the page area.
4. Use a medium or low resolution setting, but not less than 100 dpi.
5. Send the file as an attachment to:paul@paulhensley.net
6. Include your full name, passport number, birthdate, and expiry date in the message area.
7. Scan your passport in color, NOT black and white.

If you have any questions please phone Paul Hensley at (719) 528-6104

Paul will reformat the passport file in black and white and will optimize the file size and sharpness before we submit it with your visa application.

How to send your curriculum vitae by e-mail

Please furnish full contact information including home address, telephone, and your cell phone number.

Please send your cv as an attached Word .doc file to shomette@shentel.net

If your curriculum vitae is exceptionally long, please send a shortened version that includes your biographical data and key points.

NOTE: we cannot transmit a **FAX** of your passport and curriculum vitae.