



PASSPORT RENEWAL PROCESS

Who's eligible for renewal? If you do not meet these criteria, you must fill out the DS-11 and make an appointment to have the passport processed at an acceptance agency.

- Your previous passport was an adult 10 year passport.
- If you still have possession of your passport and it has not been damaged.
- Your passport has not expired more than 5 years.
- Your previous passport was not limited for any reason.
- You have the same name or can submit a certified copy of the reason for the name change (marriage certificate, court order, etc.)

What you need to do:

- Fill out and sign form DS 82. Available online at www.travel.state.gov, in our office or most Post Offices. **USE BLACK INK ONLY!**
- Get a new passport photo and attach it to the front of the application with 4 staples
- Attach a check made out to the U.S. Department of State. Put the applicant's name and birthdate in the memo area of the check. (Staple to the bottom of the front page)
 - \$110.00 (per person) for routine processing
 - \$185.89 (per person) for expedited processing
- Open the passport book and staple through the open book to attach it to the back page.

Mail everything to the appropriate location using a method that includes tracking:

For Routine Processing: (Use Priority Mail)	For Expedited Processing (Use Priority Express Mail)
National Passport Processing Center P.O. Box 90155 Philadelphia, PA 19190-0155	National Passport Processing Center P.O. Box 90955 Philadelphia, PA 19190-0955