

Tips for completing the Application for a US Passport Renewal (DS-82)

Renewal applications are mailed directly by the applicant. These are NOT processed with the Clerk of the Circuit Court and Comptroller.

This form is intended to be used as a QUICK REFERENCE GUIDE. PLEASE read the directions on the application thoroughly to avoid a rejection, or time delay, in the process of your application. * For additional information visit U.S. Department of State website: www.travel.state.gov/passport/

- ☐ Verify eligibility of a renewal by completing the checklist on the first page of the application
 - ☐ Complete the Application in **BLACK** ink and **DO NOT** use white out- If correction is needed, line through and re-write.
 - ☐ Staple your Passport Photo in the four corners as illustrated on the application. (1 photo needed per application-can be used for both passport book and card)
 - a. 2 x 2 photo
 - b. Color photo
 - c. Picture from just below the shoulder to just above the hair
 - d. White background
 - e. The Clerk's office offers passport photos for \$10.60
 - ☐ Staple your Passport Book or Card in the large purple area on the last page.
 - ☐ Sign and date your application
 - ☐ Include a Check or Money Order (**NO** cash): Payable to "U.S. DEPT. OF STATE"
 - a. **Adult Passport Book**
 - \$110.00 Regular 4-6 weeks service; or
 - \$170.00 Expedite 2-3 weeks service; or
 - \$184.85 Expedite Overnight Return 2-3 weeks service
 - b. **Adult Passport Card**
 - \$30.00 Regular 4-6 weeks service; or
 - \$90.00 Expedite 2-3 weeks service
 - ☐ Use an envelope large enough to fit all documents without folding the application.
 - ☐ Mail using one of the following methods:
 - f. USPS Priority Mail with Delivery Confirmation
 - USPS Priority Mail with Signature Confirmation
 - g. USPS Express Mail (for overnight delivery requests) traceable delivery method
- Mailing address:**
- h. **ROUTINE SERVICE (4-6 weeks)**
National Passport Processing Center
Post Office Box 90155
Philadelphia, PA 19190-0155
 - i. **EXPEDITE SERVICE (2-3 weeks; only available if Expedite price is paid)**
National Passport Processing Center
Post Office Box 90955
Philadelphia, PA 19190-0955