

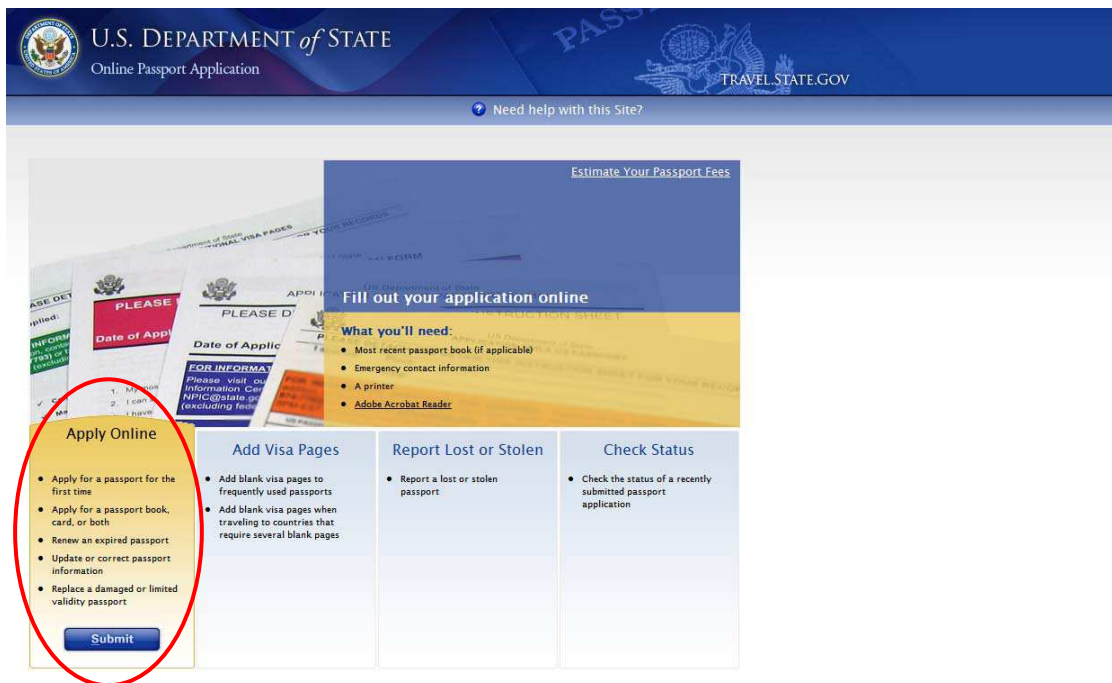
Application for U.S. Passport by Mail – Renewals Only (DS-82) Instructions

Note: Before proceeding to the next step, please make sure that you have Adobe Reader installed on your computer before opening the document.

Using the following Link:

<https://pptform.state.gov/?Submit2=Complete+Online+%26+Print>

1. Scroll down on the left side of the screen.
2. Under Apply Online Click [Submit]



3. You will be brought to the DS-82 form, begin to complete the form and click next at the bottom of each screen. **Do not enter Doctor or Dr. on the form.**

4. "Where should the passport be mailed?" The mailing address for this section **MUST** be completed by using the following address:

Street Address/RFD#, P.O. Box, or URB: 1400 Independence Ave. S.W.,

Street Address 2: Room 0639 South Bldg.

City: Washington Country: United States

State: DC Zip Code: 20250

In Care Of: FAS International Travel Section

* **Is This Your Permanent Address?** Select **NO**, the page will refresh and you will enter your permanent (residence) address.

5. "Travel Plans". The section for current travel plans must be completed and match the AD-121 (or new placement form).

U.S. DEPARTMENT of STATE
Online Passport Application
TRAVEL.STATE.GOV
Need help with this Site?

Contact Information

Where should the passport be mailed?

Street Address/RFD# Or P.O. Box: *
1400 INDEPENDENCE AVE. S.W.,
Apt./Suite:
Street Address 2:
ROOM 1069 SOUTH BLDG.
City: *
WASHINGTON
Country: *
UNITED STATES
State: *
DC - DIST. OF COL.
Zip Code: *
20250
In Care Of:
FAS INTERNATIONAL TRAVEL SECTION
Is This Your Permanent Address? * ?
 Yes No

Please Enter your Permanent Address below:

Street Address/RFD#: *
123 HOME STREET
Apt./Suite:
Street Address 2:
City: *
STONEVILLE
Country: *
UNITED STATES
State: *
MS - MISSISSIPPI
Zip Code: *
38776

Travel Plans

Please complete this section with **known** or **anticipated** travel plans.

Date Of Your Trip? ?
Length Of Trip? ?
Countries To Be Visited? ?

Note: If you are traveling within two weeks, do not mail in your passport application. If you do, your application may not be completed before your travel date. Please call the National Passport Information Center at 1-877-487-2778 (TDD: 1-888-874-7793) to make an appointment to appear in person at a Passport Agency and receive expedited processing. The automated appointment system is available twenty-four hours a day, seven days a week.

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Need help with this Site?

Your Most Recent Passport

If your lost or stolen passport is more than 15 years old, please select **Other...** and enter **EXPIRED**.

Have you been issued any of the following? *

Passport Book Passport Card Both None

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To report technical problems with this web site, please email us at passportweb@state.gov

6. Your Most Recent Passport – Select Passport Book and the page will refresh. Select “Yes” for “Do you still have the book in your possession?” Page will refresh. Enter information from your personal passport or your expired official passport. Click [Next]

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Need help with this Site?

Your Most Recent Passport

If your lost or stolen passport is more than 15 years old, please select **Other...** and enter **EXPIRED**.

Have you been issued any of the following? *

Passport Book Passport Card Both None

Passport Book

Do you still have the book in your possession? *

Yes No, it was Lost No, it has been Stolen No, it was Damaged or Mutilated Other...

By selecting Yes you will be required to submit your book with your application.

The date your most recent passport book was issued:

Your name as listed on your most recent book:

First and Middle Name:

Last Name:

Book number:

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7. Once you have completed the DS-82 form please review then scroll to the bottom of the screen and click [Next].



Passport Application Review

Review your data below and make edits if needed

Name Provided: **JOHN Q PUBLIC**
Date Of Birth: **11/01/1957**
Place Of Birth: **CLEVELAND, MS**
Social Security Number: **123-45-6789**
Gender: **Male**
Height: **6FT. 0IN.**
Hair Color: **Brown**
Eye Color: **Green**
Occupation: **RESEARCH SCIENTIST**
Employer: **USD-ARS**

[Edit](#)

Mailing Street Address: **1400 INDEPENDENCE AVE., S.W.**
Apartment Number:
Mailing Street Address 2: **ROOM 1069 SOUTH BLDG**
City: **WASHINGTON**
Country: **USA**
State: **DC**
Zip Code: **20250**
In Care Of: **FAS INTERNATIONAL TRAVEL SECTION**

[Edit](#)

Permanent Address Same As **No**
Mailing Address?:
Permanent Street Address: **123 HOME**
Apartment Number:
Permanent Street Address 2:
City: **CLEVELAND**

[Edit](#)

Name On Previous Passport Book: **JOHN Q PUBLIC**
Previous Passport Book Number: **123456789**
Book Issuance Date: **08/05/2005**
Book Still In Possession: **Yes**

[Edit](#)

Have Passport Card: **No**

[Edit](#)

Data Printed Incorrectly: **Yes, it was printed correctly**
Name Changed Since Document Issued: **No, it has not changed since I was issued a document**

[Edit](#)

First Name Printed Incorrectly: **No**
Middle Name Printed Incorrectly: **No**
Last Name Printed Incorrectly: **No**
Place Of Birth Printed Incorrectly: **No**
Date Of Birth Printed Incorrectly: **No**
Gender Printed Incorrectly: **No**

[Edit](#)

Other Names:

[Edit](#)

[Preview Form](#)

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8. We do not pay the passport fees but, in order to continue you must select Passport book fee. Click [Next]

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Online Passport Application
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Summary of Passport Fees

Travel Document For JOHN Q PUBLIC

<input checked="" type="checkbox"/> Passport Book Fee (\$110): ?	\$110
<input type="checkbox"/> Passport Card Fee (\$30): ?	

Passport Book

Delivery Options ?

<input checked="" type="radio"/> Priority Mail (FREE):	\$0
<input type="radio"/> Overnight (\$14.96):	

Additional Options

<input type="checkbox"/> Expedite (\$60): ?	
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Total Cost For JOHN Q PUBLIC: \$110.00

No Passport Fee Exceptions: If you are eligible for a no fee passport, please contact your agency or military branch travel coordinator.

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9. Scroll to the bottom of the screen and check the disclaimers then click [Create Form], this will open the passport application in Adobe.

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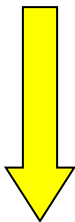
Need help with this Site?

Next Steps

After reading and acknowledging your understanding of the instructions, you will be ready to generate your Passport Application form(s).

- 1 Print Your Application(s).**
Be sure to SIGN & DATE your DS-82 (Application for a U.S. Passport by Mail)
[Click Here to view Printing Instructions](#)
- 2 How to Submit Your Application(s)**
Mail your DS-82 application to the following address:
**National Passport Processing Center**
Post Office Box 90155
Philadelphia, PA 19190-0155

NOTE: If you are traveling within 2 weeks, you can make an appointment to apply at a Passport Agency by contacting the National Passport Information Center toll-free at 1-877-487-2778 (TDD: 1-888-874-7793). The automated appointment system is available 24/7.



3 What to Submit With Your Application(s)

Two Recent Passport Photos

[Click here](#) to view details on submitting a passport photo

Correct Passport Fees

Your total passport fees are: \$110.00

See the [Passport Fees](#) for more information.

Most Recent U.S. Passport Book

I have read and acknowledge the steps and information contained above.

1. Create Form

This will generate your passport application(s) form as a pdf file. Review the .pdf file for accuracy and completeness. When finished, print this form.

[Create Form](#)

* Adobe Acrobat is required

2. Start New Application

This will return you to the beginning of the Wizard so you may complete another form. Note: Please be sure to create your current form before proceeding.

[Start New Application](#)

Do not print as a 2-sided document. The U.S. Department of State will only take a single sided application created online (State no longer accepts handwritten applications). Make sure you have **signed and dated** (blue or black ink only) the printed form before submitting it to your Travel Specialist for review. As noted in Travel Notice Bulletin, dated December 19, 2014, NCR Travel will no longer date passport applications. The application must be received in NCR HQ office within 10 business days after signed. State Department requires that photos be taken within the past 6 months showing current appearance, passport type photos, approximately 2" x 2", clear with either a white or off-white background. Color photos only, do not wear a hat or anything that covers the face, nor sleeveless attire. Face forward, no side shots, no profiles, no smiling; the photos must be defect free (no staple holes, etc.). Homemade digital photographs are not acceptable. Please accompany two (2) new passport photos, size (2" x 2") with either a white or off-white background, and either an expired/expiring official or an expiring or a valid personal passport. Print your name on back of the photos.

Note: If the personal passport is being used and is expired, it can only be used if it has expired 15 years from the issuance date.

The DS-82 must not be altered or changed in any way. This will prolong the application process and the application will be returned to the Area Travel Office. Therefore, there must be no white-out used on the form nor re-used PDF DS-82 forms for future travelers.

10. You will forward the application package, via UPS/FedEx, to the Headquarters NCR Travel Office. An email to NCR Travel must also be sent to alert that office of the impending express package. NCR Travel will review and then forward to FAS.

11. Once State Department receives the application package from FAS, they will then scan the DS-82 using the barcode distributed on the form to find all of the applicant's information in the system.

This process of issuing a new official passport takes up to 45-days.

Once the passport has been issued, State Department will return the new official passport to FAS and FAS will return it to NCR. NCR will return the passport to the Location using the provided UPS/FedEx.pdf.