

Passport Renewal Checklist

DS-82 Application

- Must be completed online through the government website link provided in the Step 1 email. Hand-written applications are NOT accepted.
- The application is a "Smart Form." Once you have entered all your personal information, it will apply all the data to the DS-82 form to print.
- Step-by-Step instructions on printing the application and selecting the appropriate government fee options are located directly under the Passport Application link in the Step 1 email.
- Print out single-sided on two sheets of white paper.
- Ensure bar codes are located at the bottom right hand corner of pages 1 & 2. On the upper left hand corner, ensure that there is a vertical scan code (below the American Eagle).
- When you print your DS-82 application, please save the completed form on your computer until the entire process is complete.
- Sign your application in black ink, with your full name as listed on the application.

Passport Photo

- Color photo must be 2" x 2", have a plain white background, and should be professionally taken within the past 6 months.
- Glasses, uniforms, and headgear may not be worn in the photograph.
- Do not wear visible hearing aids or white clothing that would blend in to the background.
- Have a full face front view with a neutral facial expression - do not smile.
- "Selfie" style photos are not acceptable.
- Photo must be stapled to the application form as shown on the DS-82 application.

Expired or Expiring Passport

- Your expired or expiring passport must be included with the documents.
- The passport must be in good condition. It will not be accepted if it is damaged or mutilated.
- Your passport must have been issued within the past 15 years. It must have been issued for 10 years validity.
- NOTE: If your name has changed since the issuance of your passport, an original or state certified name change document (i.e. marriage certificate, divorce decree, or court order) is required.

Government Fees (\$187.13 for Passport Book Only or \$217.13 for Passport Book and Card)

- Include a check or money order payable to the "US Department of State".
- The amount of the check will either be \$187.13 or \$217.13.
- A Starter Check (check number less than 100) or Temporary Check is NOT accepted.
- If using a personal check, a pre-printed name and address must be located in the upper left hand corner.
- Ensure that the applicant's full name and date of birth is written in the memo section of the check or money order, if not pre-printed in the upper left hand corner.
- If you order the Passport Card it can be delivered separately and take an additional 2 to 4 weeks for delivery.

Overnight Pre-Paid Shipping Label

- Our Pre-Paid Overnight Shipping Label is included in the Step 2 email that is sent to your email address on file.
- Print this label and place on the outside of an overnight shipping envelope.
- You will only receive this pre-paid shipping label once a Passport Specialist has ensured that you have collected all the necessary passport items for submission to the Department of State.
- Call us at 877-503-9838 with any questions.

Important Notes

- Please inspect your passport prior to submitting your order to ensure it is in good condition, was issued for a 10 year validity, and was issued no more than 15 years ago.
- A passport issued to a person while they were of minor age (up to 15 years old) is not renewable.
- Your passport application may be denied if you are in the arrears of child support or have been notified by the IRS of owing back taxes.