



**HOW TO  
RENEW YOUR  
PASSPORT**

# WHEN SHOULD YOU RENEW?



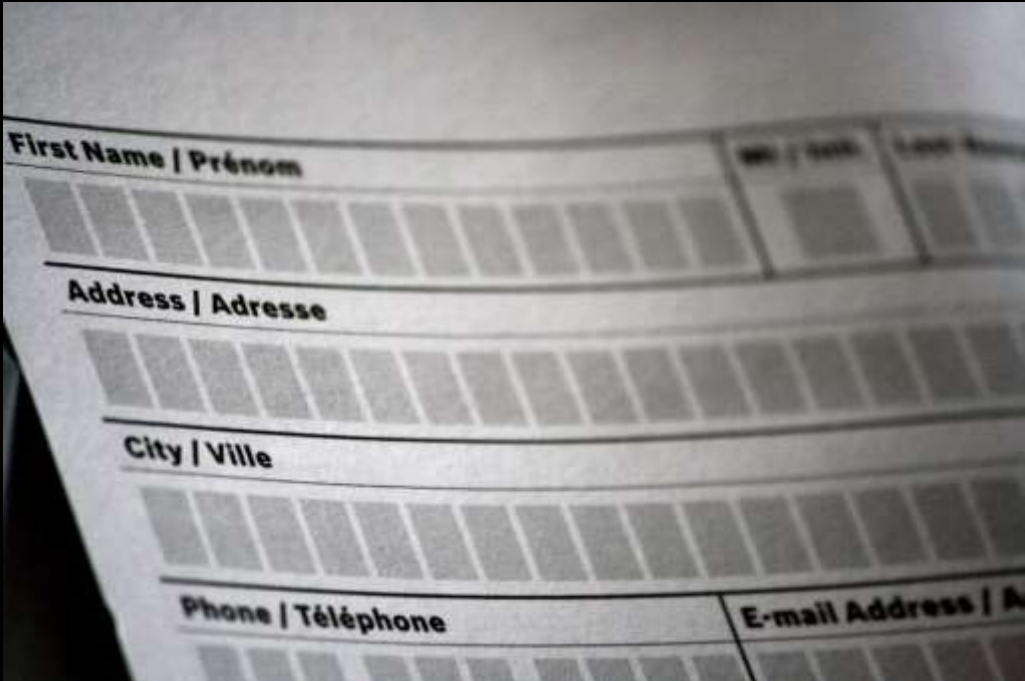
- Many countries require 6 months' validity on your current passport.
- Avoid stress and expense by renewing early.
- Processing time
  - 6 – 8 weeks Routine
  - 2 – 3 weeks Expedited

# WHAT WILL YOU NEED TO RENEW?



- Application (DS-82)
- Passport (<15 years old)
- Photo (<6 months old)
- Fee (check or money order)

# COMPLETE THE APPLICATION



The image shows a close-up of a form with several fields. The fields are labeled as follows:

- First Name / Prénom
- Address / Adresse
- City / Ville
- Phone / Téléphone
- E-mail Address / A

The form is partially filled out, with some text visible in the 'First Name / Prénom' field.

Either

- Print and complete the PDF available at: <https://eforms.state.gov/Forms/ds82.pdf>

Or

- Complete the online form at: <https://pptform.state.gov/> and print it

# PICTURE-PERFECT PHOTO REQUIREMENTS

**Already Have a Photo?**

Use our photo cropping tool to correctly size your photo. No glasses allowed.



**START PHOTO TOOL**

- One photo must be attached to the application; it must:
  - Be less than 6 months old
  - Use a plain/off-white background
  - Be printed in color on matte or glossy photo-quality paper
  - Be 2 x 2 inches (51 x 51 mm)
- You cannot:
  - Wear glasses, face mask, hat or head covering, headphones or other hands-free devices
- Additional requirements & Photo Tool:  
<https://travel.state.gov/content/passports/en/passports/photos.html>

# PUTTING IT ALL TOGETHER



- Enclose the completed application with the photo stapled to it in a large envelope.  
**Do not fold the application.**
- Enclose a personal check or money order payable to U.S. Department of State.
  - \$110 – Passport Book
  - \$30 – Passport Card
  - \$140 – Book and Card
- Expedited service is available for an additional \$60.
- 1 – 2-day delivery of an **expedited** passport book is an additional \$17.13.

**All fees are non-refundable.**

# READY TO MAIL?

**Do not** use any carrier but the U.S. post office or Canada Post **and** use a trackable delivery method such as:

- USPS Priority Mail
- USPS Express Mail
- Canada Post Track

Certified and Registered mail **are** trackable,  
**but may take longer to deliver.**



Continued on the next page

# READY TO MAIL?

Mail your envelope to one of the following addresses.

- If you live in **CA, FL, IL, MN, NY** or **TX**:  
National Passport Processing Center  
Post Office Box 640155  
Irving, TX 75064-0155
- If you live in **any other state, territory** or **Canada**:  
National Passport Processing Center  
Post Office Box 90155  
Philadelphia, PA 19190-0155
- For **Expedited Service** (an additional fee applies).  
Write "EXPEDITE" on the outside of the mailing envelope and mail to:  
National Passport Processing Center  
Post Office Box 90955  
Philadelphia, PA 19190-0955





# IMPORTANT RENEWAL EXCEPTIONS



## You cannot renew by mail if:

- Your most recent passport is more than 15 years old
- You live outside the U.S. or Canada (U.S. territory residents **can** renew by mail)
- Your most recent passport is damaged – other than normal wear and tear
- You cannot document your name change (an original or certified copy of your marriage certificate, divorce decree, or court order is valid documentation)
- Your most recent passport was issued before your 16<sup>th</sup> birthday

# LINKS & ADDITIONAL INFORMATION

Frequent travelers may request a larger, 52-page book at no additional cost.

U.S. citizens residing outside the 50 states, District of Columbia, U.S. territories or Canada must renew at a passport center.

Renew Passport by Mail:

<https://travel.state.gov/content/passports/en/passports/renew.html>

Renewal Application PDF:

<https://eforms.state.gov/Forms/ds82.pdf>

Online Renewal Application:

<https://pptform.state.gov/>

Detailed Photo Requirements:

<https://travel.state.gov/content/passports/en/passports/photos.html>

Contact the National Passport Information Center:

**Phone:** 1-877-487-2778/ 1-888-874-7793 (TDD/TTY)

- Customer service representatives are available:  
M-F 8:00 am to 10:00 pm Eastern Time\*  
Saturday 10:00 am to 3:00 pm Eastern Time\*  
\*Except on federal holidays
- Automated passport information is available 24 hours a day, 7 days a week.
- Se habla español.

**Email:** NPIC@state.gov

Most email inquiries are answered within 24 hours.

**Please call for the status of your passport.**

**We cannot email that information.**

*BON VOYAGE!*

**Prepared for [bethhayes.net](http://bethhayes.net)**

Photos from [photos-public-domain.com](http://photos-public-domain.com),  
[wikipedia.org](http://wikipedia.org), [travel.state.gov](http://travel.state.gov) & [usps.com](http://usps.com)