

# 6 Steps: Renew Passport by Mail

## Eligibility:

- If you answer YES to all statements, if you answer NO you must renew **IN PERSON**
  - Submit passport with application
  - It is not severely damaged
  - Issued within the last 15 years
  - Issued ages 16 and older
  - Issued in my current name, or provide documentation of name change
  - It is not limited to the less than 10 year validity because of reasons like stolen, lost, or damaged

1.

### Complete the DS-82 form

- Complete all parts of the form, **SIGN** and **DATE** the form before mailing
- Print on **single** sided paper

2.

### Submit your most recent passport

- Old passport will be sent back to you in separate mailing (up to 8 weeks after the new passport arrives)

3.

### Submit other documents if there is a name change

- Court order name change document, marriage certificate, or divorce decree

4.

### Attach a passport photo from the last 6 months

- For requirements: [passport photo page](#)

5.

## Calculate Fees

- Passport Book: \$130
- Passport Card: \$30
- Passport Card&Book: \$160

6.

## How to fill out your check for application fee:

The diagram shows a check form with the following fields and labels:

- FULL NAME AND DATE OF BIRTH OF APPLICANT**: A red bracket above the top line of the check.
- YOUR NAME**: The top line of the check.
- 1234 Main Street**: The address line.
- Anywhere, OH 00000**: The zip code line.
- DATE**: The date line.
- PAY TO THE ORDER OF**: The payee line, with **U.S. Department of State** written on it.
- \$**: The dollar sign.
- DOLLARS**: The dollar amount line.
- ROUTING NUMBER**: The first set of numbers at the bottom, highlighted in orange.
- ACCOUNT NUMBER**: The second set of numbers at the bottom, highlighted in green.
- CHECK NUMBER**: The third set of numbers at the bottom, highlighted in blue.

## Additional Information:

### Processing Time:

Under 3 weeks: schedule meeting with agency.

Over 3 weeks: (mail to if in Michigan)

- **National Passport Processing Center**  
**Post Office Box 90155 Philadelphia, PA**  
**19190-0155**

If you want expedited:

- write **EXPEDITED** on package

### Delivery Time:

Pay for priority mail express:

- price depends on part of the country

Return old passport in 1-2 days:

- 19.53
- include check when you send application

For more **information** on any step:  
Visit: [Travel.State.Gov](http://Travel.State.Gov)