

6 Steps Process Renewing Passport by Mail

Eligibility:

You can renew by mail if you answer “yes” to all 5 statements below. You must apply in person if you answered “No” to any statement.

1. You have your passport in your possession to submit with your application
2. It is undamaged other than normal wear and tear
3. It was issued when you were age 16 or older
4. It was issued within the last 15 years.
5. It was issued in your current name or you can document your name change.

1

Complete Form DS-82 (<https://eforms.state.gov/Forms/ds82.pdf>)

2

Attach **One passport photo** taken within the last 6 months. (Specific requirements for passport photos can be found under the [U.S. Department of State](https://travel.state.gov/content/travel/en/passports/how-apply/photos.html) (<https://travel.state.gov/content/travel/en/passports/how-apply/photos.html>). PIC does offer [passport photos service](https://www.gvsu.edu/studyabroad/passport-576.htm). (<https://www.gvsu.edu/studyabroad/passport-576.htm>)

3

Attach **Most recently Issued U.S Passport Book and/or Card**

- If applicable, you need to provide Proof of Name Change if you change your name (Specific information can be found under Section D of Form DS-82)

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Fees/ Payments: There are two payments. See U.S. Department of State's Passport for fee information.

- Passport Application Fee : \$130 for Passport Book (\$160 for both Passport Book & Card)

The application fees listed above are for routine service.

1. Send U.S Department of State a check (personal, certified, cashier's, traveler's) or money order payable. Credit and debit cards are not accept.
2. Do not cancel your check or money order after you have applied as you may have to pay additional fees.

**FULL NAME AND DATE OF BIRTH
OF APPLICANT**

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

- YOUR NAME:** 1234 Main Street, Anywhere, OH 00000
- DATE:** _____
- PAY TO THE ORDER OF:** U.S. Department of State
- \$:** _____
- DOLLARS:** _____
- ROUTING NUMBER:** 044072324
- ACCOUNT NUMBER:** 000123456789
- CHECK NUMBER:** 123

Expedited Passport Processing

- **Expedited Service:** Available for an additional fee. Expedited service is only available for passports mailed in the United States and Canada. Please include the appropriate fee with your payment. Please write "Expedite" on the outer envelope when mailing. Visit travel.state.gov for the current fees and processing times for expedited service.
- **1-2 Day Delivery:** Available for an additional fee. This service is only available for passport book (and not passport card) mailings in the United States. Please include the appropriate fee with your payment.

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Submit the form and attachments: You do not need to submit instruction pages. Mail form DS-82 and attachments to National Passport Processing Center PO Box 90155 Philadelphia, PA 19190-0155

- **FOR EXPEDITED SERVICE (Additional Fee, from any state or Canada):**
National Passport Processing Center PO Box 90955 Philadelphia, PA 19190-0955