# 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 <u>DS-82</u> 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

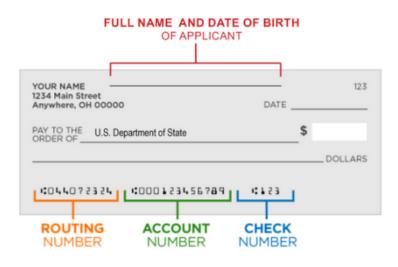
• For requirements: <u>passport photo page</u>

#### Calculate Fees

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

6.

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



## **Additional Information:**

### **Processing Time:**

Under 3 weeks: schedule meeting with <u>agency</u> 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: <u>Travel.State.Gov</u>