

Passport Renewal Application Checklist

1. Obtain Passport Photo

Photo must be 2 x 2 in and taken in the last 6 months.

2. Complete Form DS-82

Go to <https://pptform.state.gov/> to fill the form online, print, and sign.

3. Submit Most Recent US Passport

Passport must not be damaged beyond normal wear or tear, issued when you were 16 years old or older, and must have been issued within the last 15 years. Include name change documents if needed, such as marriage certificate.

4. Determine Your Fees

You will need one checks (personal, certified, cashier's, traveler's) or money orders made payable to "U.S. Department of State" for your application fee.

5. Mail Completed Application

Mail application along with documentation and fee in an envelope large enough that the application is not folded in half via USPS with tracking method.

