



U.S. Passport Service Guide

# U.S. Passport Renewal Guide

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By U.S. Passport Service Guide

[www.us-passport-service-guide.com](http://www.us-passport-service-guide.com)



# Greetings, fellow travelers!

We have created the U.S. Passport Renewal Guide to help support you through the process of passport renewal. While it's certainly not as exciting as planning and packing for an upcoming getaway to Paris, a retreat to the Bahamas, or a safari in Africa, it's an essential process to ensure that your trip goes as smoothly as intended.

Why is passport renewal so important? Well, think of your passport like a magic key—it opens the door to international travel, proves your U.S. citizenship, and is what allows you to explore the world. But to keep enjoying these benefits, your passport will eventually need to be renewed.

Without a valid passport, your travel plans will hit a major snag, turning your excitement into disappointment.

Don't worry, the passport renewal process may seem complicated, but it's actually quite simple. With our helpful guide, you'll navigate this process with ease and have your renewed passport ready for your upcoming trip!

In this guide, we'll share all the essential details about passport renewals. You'll learn about who can apply, when and where to apply, and the simple step-by-step renewal process. We'll also discuss costs, processing times, and even how to expedite your renewal if you need it quickly.

**LET'S GET STARTED!**

## SECTION 1

# Who Can Apply for a Passport Renewal?

Ready to renew your passport? Great! But before you start filling out the application form, check if you're eligible for renewal by mail by answering the following questions about your most recent passport:

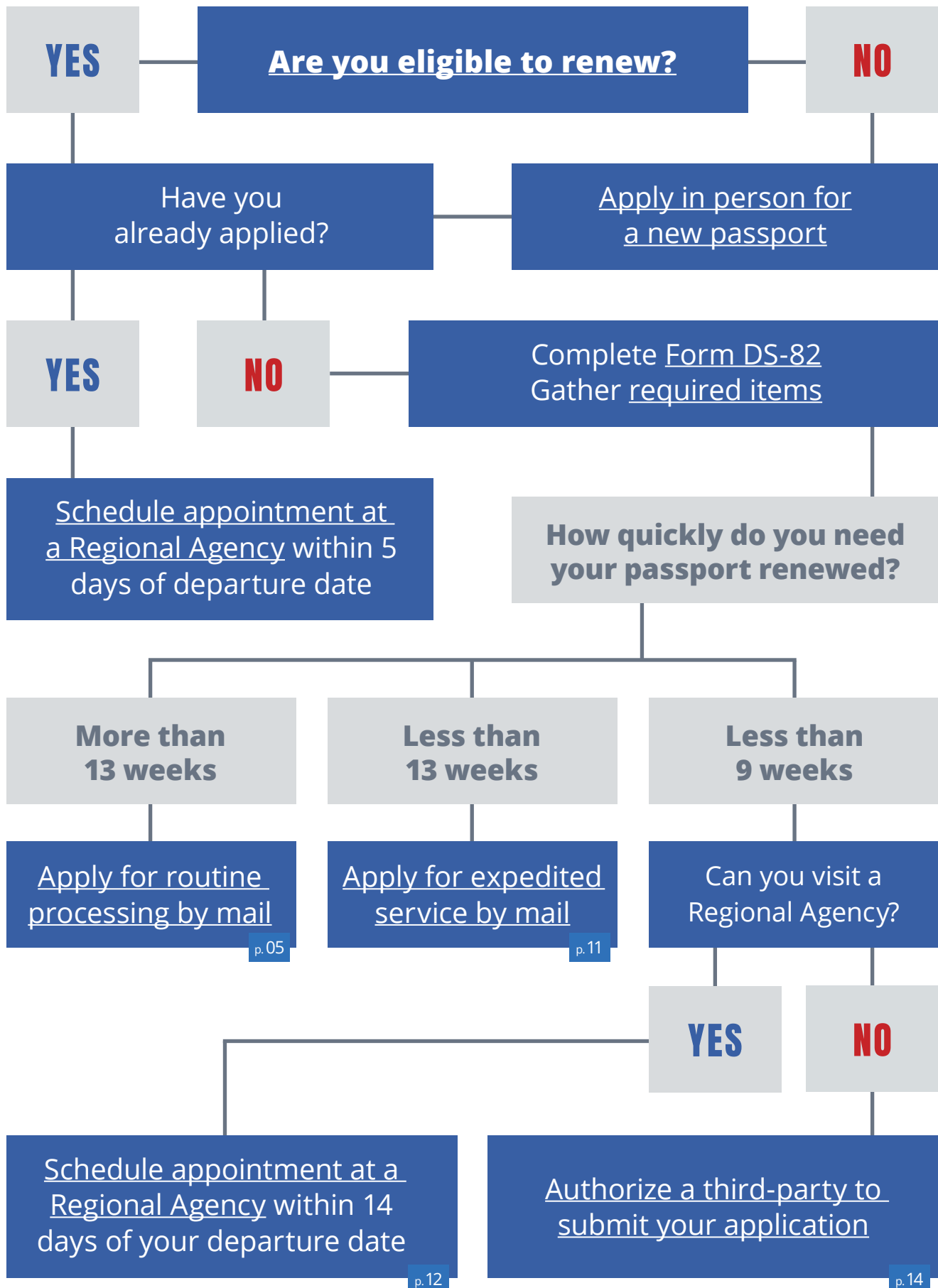
Is your passport undamaged and can it be submitted with your application?	YES	NO
Was your passport issued when you were age 16 or older?	YES	NO
Was your passport issued within the last 15 years?	YES	NO
Was your passport issued in your current name, or do you have legal documentation of your name change?	YES	NO

If you answered "No" to any of the above questions; you'll need to apply for a new passport, which is a slightly different process.

You can learn more by checking out our guide on [How to Apply for a New Passport](#).

If you answered "Yes" to all of the questions, congratulations! You are eligible for passport renewal!

In the next sections, we'll cover when, where, and how to apply for your passport renewal. **KEEP READING!**



## SECTION 2

# How to Apply for a Passport Renewal by Mail

Great news! You've confirmed that you're eligible for a passport renewal, and you're applying at the right time. Awesome!

For passport renewal by mail, follow these 3 essential steps:

**1**

**Fill out Form DS-82**

**2**

**Gather additional required materials**

**3**

**Mail your application package to the relevant  
Passport Processing Center**

**NOW, LET'S BREAK DOWN EACH STEP.**

## STEP 1

# Fill Out Form DS-82

There are 2 options to complete the form:

### OPTION 1: Complete Form Online

### OPTION 2: Complete Form by Hand

#### Form Link

#### [Complete DS-82 Online](#)

#### [Download Form DS-82](#)

#### Tips and Requirements

- Use a device with a reliable internet connection.
- Print the completed form on high-quality, white paper.
- Print only on one side.
- Do not make any changes or additions once printed.
- Double-check for blank fields or misprints.

- Print the blank form on high-quality, white paper.
- Print only on one side. Use black ink.
- Write legibly.
- Double-check for blank fields or misprints.

**About the Applicant**

First Name:  Middle Name:

Last Name:  Suffix:

Date Of Birth (MM/DD/YYYY):  City Of Birth:

Country Of Birth:  State/Territory Of Birth:

Social Security Number:

Gender: ☐ M ☐ F ☐ X Changing Gender Marker? ☐ Yes ☐ No Height:  Feet:  Inches:

Hair Color:  Eye Color:

Occupation:  Employer or School:

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U.S. Department of State  
U.S. PASSPORT RENEWAL APPLICATION  
FOR ELIGIBLE INDIVIDUALS

OTM Control No. 140v.2022  
Expiration Date: 08/23/2025  
Barcode Number: 48 MEXIA

Please read all instructions first and type or print in black ink to complete this form.  
For information or questions, visit [travel.state.gov](#) or contact the National Passport Information Center (NPIC) at 1-877-485-7276 (TDD/TTY: 1-800-875-7276) or [npic@state.gov](#).

**SECTION A. ELIGIBILITY TO USE THIS FORM**

This form is used by U.S. passport holders to renew their current or recently expired U.S. passport book and/or card (a travel document, allowing to enter the United States and travel to U.S. possessions and territories (U.S. territories)). This form can be submitted by mail. You are eligible to use this form if you can answer "Yes" to ALL statements below about your passport.

☐ YES ☐ NO I can submit my most recent U.S. passport book and/or card with this application.

☐ YES ☐ NO I was at least 16 years old when my most recent U.S. passport book and/or card was issued.

☐ YES ☐ NO I was issued my most recent U.S. passport book and/or card less than 16 years ago.

☐ YES ☐ NO This U.S. passport book and/or card that I am renewing has not been mutilated, damaged, or reported lost or stolen.

☐ YES ☐ NO My U.S. passport was not limited to less than the normal two-year validity period due to passport damage/mutilation, multiple passport thefts/losses, or non-compliance with 22 C.F.R. 51.41. (Refer to the last page of your U.S. passport book for extended validity information.)

☐ YES ☐ NO My name has not changed since my most recent U.S. passport book and/or card was issued.

☐ YES ☐ NO My name has changed by marriage or court order, and I can submit proper certified documentation to reflect my name change (such as a certified copy of a marriage certificate or court order). Visit [travel.state.gov](#) for a complete description of accepted documents.

**If you answered "NO" to any of the statements above, STOP. You cannot use this form.**

You may be eligible to apply on form DS-11 or DS-5504 depending on your circumstances. Visit [travel.state.gov](#) for more information.

**Notice to Applicants for Non-Fire, Regular, Service, Official, or Diplomatic Passports:** You may use this application if you meet all provisions below. However, you must submit your documents directly to the nearest U.S. passport agency or consulate for processing this application. Your passport will be returned to your sponsoring agency and forwarded to you.

**Replacing a Lost, Stolen, or Damaged Passport:** A United States citizen or non-citizen national may not normally have more than one valid or potentially valid U.S. passport book or card at any time. If you have lost, stolen, or damaged your U.S. passport book or card, you must apply for a new passport book or card. Therefore, when a valid or potentially valid U.S. passport book or card cannot be recovered with a new application, you must apply using form DS-11, Application for a U.S. Passport, and submit form DS-5504, Statement Regarding a Lost or Stolen Valid U.S. Passport.

The information you provide regarding your lost or stolen valid U.S. passport book or card will be placed into our Consider a Lost or Stolen Passport System. This system is designed to prevent the misuse of your lost or stolen U.S. passport book or card. Anyone using the passport book or card that was reported lost or stolen may be detained upon entry into the United States. If you find the U.S. passport book or card that was reported lost or stolen, immediately report it as found and submit it for cancellation. It has been invalidated. You cannot use that passport book or card for travel.

**SECTION B. STEPS TO RENEW A U.S. PASSPORT**

1. Complete and sign this form.
2. Attach one color photograph (2x2 inches in size, your previously issued U.S. passport, and supporting documents (See Section 3 of these instructions).
3. Mail us your application and attachments (See Section 2 of these instructions).
4. Track application status online at [travel.state.gov](#).
5. Receive new passport and original supporting documents (that you submitted with your application).

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## STEP 2

# Gather Additional Required Materials

Next, you will need to collect a few additional materials:

### ☐ **MOST RECENT PASSPORT**

Make sure it's in good condition (except for regular "wear and tear") and can be submitted with your application.

### ☐ **PASSPORT PHOTO**

Get a color passport photo taken within the last 6 months. It should measure 2x2 inches and meet all standard U.S. passport photo requirements.

**Hint: no selfies allowed!**

### ☐ **LEGAL PROOF OF NAME CHANGE (IF NEEDED)**

If your name has changed since your last passport was issued, include a certified copy of your marriage certificate, divorce decree, or court order.

### ☐ **PAYMENT**

#### ● **Renewal by Mail**

Include the exact payment amount as a check or money order payable to "U.S. Department of State."

#### ● **Renewal at a Regional Passport Agency**

You may pay by check, money order, credit card, debit card, or cash (exact change only).

For a list of current fees and further payment information, visit our website's [Routine & Expedited Passport Fees](#) page.



### STEP 3

# Mail Your Application Package

Now that you have all your additional documents ready and Form DS-82 filled out, it's time to mail in your application.

Send your completed Form DS-82, recent passport, name change documents (if needed), new passport photos, and renewal fee payment.

Put everything into a padded envelope and send it to the appropriate address on the next page.

Use a traceable delivery method so you can ensure your documents arrive safely.





*Note: There are two addresses for standard processing and one address for expedited service. Please use the address that applies to where you live and the processing service you are requesting.*

## **STANDARD PASSPORT PROCESSING SERVICE**

(\*If you live in CA, FL, IL, MN, NY, or TX):

National Passport Processing Center  
Post Office Box 64015  
Irving, TX 75064-0155

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(\*If you live in CA, FL, IL, MN, NY, or TX):

National Passport Processing Center  
Post Office Box 64015  
Irving, TX 75064-0155

## **EXPEDITED PASSPORT PROCESSING SERVICE**

National Passport Processing Center  
Post Office Box 90955  
Philadelphia, PA 19190-0955

To expedite the passport processing service, there are a few extra steps you will need to take:

1

Add the expedited service fee to your payment.  
If you want overnight delivery of your new passport, add this fee to your payment, also. ([Click here for current fees.](#))

2

Write the word “Expedite” on the front of your application envelope.

*Note: If you need your passport renewed in less than 9 weeks, you must submit your passport renewal application at a [Passport Agency or Processing Center in person.](#)*



# The Fastest Options for Expediting a Passport Renewal

Looks like you've got an urgent travel opportunity on your hands, or maybe you just realized your passport is about to expire.

**No worries** - life happens, and we've got your back!

There are 3 ways to expedite your passport renewal:

## **OPTION 1** - Expedite by Mail

Even if you're renewing by mail, you can speed things up with expedited service. Just check off the "Expedite" box on Form DS-82 and pay the extra \$60 fee. Instead of waiting up to 3 months or more, you'll typically get your new passport a month or two faster than routine service.

Be aware that [passport processing times](#) can and will vary depending on demand, world events, and time of year.

Similarly, keep in mind that shipping times may vary depending on the mailing method used. We suggest always selecting the fastest traceable shipping method available.

## OPTION 2 - Expedite at a Regional Agency or Processing Center

If you need your passport renewed even faster, you might have to visit a regional passport agency or center. These agencies can process expedited renewals in as little as 72 hours. **But there's a catch** - you'll need to show proof of immediate travel and, of course, pay the extra fee to expedite.

### Follow these steps:

- ☐ Choose one of the 25 Regional Passport Agencies located across the United States nearest to you.
- ☐ Schedule an appointment within 14 days of your departure date by calling the Automated Appointment System at 1-877-487-2778. This system is available 24 hours a day, 7 days a week.
- ☐ If your nearest agency does not have any appointments available, you may need to try a different agency or enlist the help of a registered passport courier service (more on this later).
- ☐ Gather your proof of urgent travel. A physical copy of your e-ticket, travel itinerary, or hotel reservation is acceptable. Digital images or documents on a mobile device will not be accepted.
- ☐ Bring your completed application form, all supporting documents, and acceptable payment to your appointment. (These are the same requirements as routine and expedited renewals by mail discussed in Section 1.)



## OPTION 2 - Expedite at a Regional Agency or Processing Center

- ❑ Arrive on time for your appointment. If you are late, you will likely have to make a new appointment and start the process over again.
- ❑ Get your renewed passport. Some regional agencies will provide you with your renewed passport book on the spot, but most will give you a time to return to pick up your new passport and your supporting documents. In some cases, this may not be the same day you applied.



### **OPTION 3 - Use a Registered Passport Courier**

If you need a passport fast but are unwilling or unable to visit a Regional Passport Agency on your own, a registered passport expediting service is your best option.

For a fee, these travel document experts will hand-deliver your passport renewal application and supporting materials to a Regional Passport Agency on your behalf. These services typically have offices near multiple Regional Agencies, which gives them the ability to get your application processed at the location with the fastest availability.

#### **Follow these steps:**

- ☐ Select a passport expediting service. For our current recommended passport expediting services, visit our website's in-depth guide, "[Top Passport Expediting Services](#)."
- ☐ Provide the following to the expediter:
  - ☐ Completed application form DS-82
  - ☐ Exact payment for all passport fees and expediting services
  - ☐ All required supporting materials
  - ☐ A [letter of authorization](#) to allow the expediting service to submit these materials on your behalf
- ☐ Wait for your new passport and supporting materials to arrive.



### OPTION 3 - Use a Registered Passport Courier

This can save you a lot of time and money compared to traveling to a Regional Agency on your own.

Be advised, not all passport courier services are created equal. If you are shopping for an expeditor, be sure to verify that you are working with a legitimate, registered passport courier business.

Still have questions?

Check out our [Ultimate U.S. Traveler's Guide to Passport Expeditors](#) for how to find the best fit for your travel document needs.



# Practical Tips and Common Mistakes to Avoid

If you're going through the trouble of renewing a passport, the last thing you want is for your application to be delayed or denied.

Let's go over some practical tips and common mistakes to avoid when renewing a passport:

## **❑ Double-check everything**

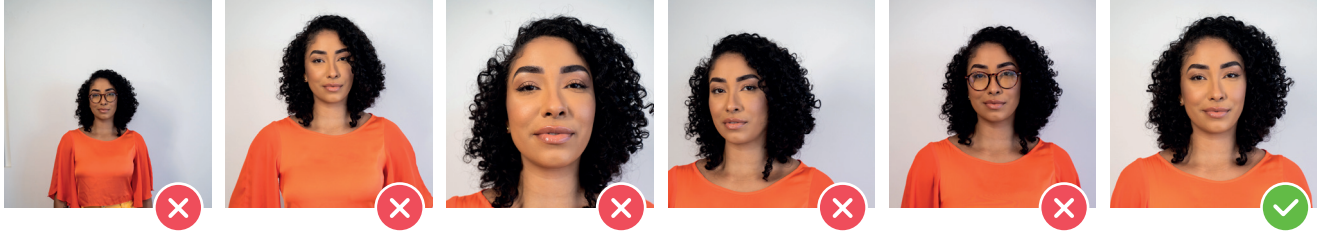
Make sure that you have signed the form and additional documents (where required) and ensure all the information on Form DS-82 is accurate and matches your supporting documents. Missing or inaccurate info will cause delays in your renewal process.

## **❑ Follow photo guidelines carefully**

There are very specific passport photo requirements. Submitting an unacceptable passport photo is the #1 reason for delays in passport application processing. Don't wear glasses, don't use filters, don't edit your photo, and make sure the photo is taken against a white or off-white background.

Related Article:

## **9 Things That Can Get Your Passport Photo Rejected and How to Avoid Them**



**❑ Mail it correctly:** Use a traceable delivery method to send your application. This way, you can track your envelope and ensure it reaches the right destination.

**For additional information and resources**, visit our website's complete guide, "[How to Renew a U.S. Passport | Form, Photo, Fees & Processing Times](#)." We're happy to help support and guide you through the passport renewal process so that you can enjoy your upcoming trip!

Remember, your passport **is not just a document**; it's your ticket to adventure abroad, a testament to your citizenship, and the gateway to new experiences. As Rick Steves wisely said,



**Happy travels are the result of careful planning.**