

ADULT Renewal Passport Applications

- Must be at least 16 years old when most recent passport book/card was issued
- Good for ten years
- No appointment needed - Applicant submits application themselves
- Express mail (\$23.75) recommended
- 4-6 week turnaround for routine service or 2-3 weeks for expedited

Use protected postage and mail the following to the Philadelphia address provided:

Completed DS-82 application form

- Must answer "yes" to all questions on cover of form
- For book-holder to apply for a card or vice versa

One passport photo

- Obtain from passport photo business or phone app
- Make appointment (907-590-2925) to get passport photo done locally
- Must be taken within the last six months
- Glasses must be removed – effective November 1, 2016
- Do not use duplicate photo to apply for a passport book after receiving a card or vice versa, even if photo is not older than six months

Citizenship evidence / Change of name

- Attach most recent passport and/or card, issued within the past 15 years
- Must apply with passport agent if unable to produce a previously-issued passport
- Certified copy of marriage certificate showing name change, if applicable; no photocopies

Fees

○ **\$110 passport book and/or \$30 passport card**

- Attach check or money order issued to "Department of State"
- Include expedite fee (\$60) for faster turnaround and/or overnight return postage (\$15.45) – postage applicable for passport books, but not for card-only applications

○ **Express postage**

- Pay express (\$23.75) or priority (\$5.60) postage at the Post Office to protect documents