

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 (\$25.50) recommended to protect mailing
- 4-6-week turnaround for routine service or 10 days to 3 weeks for expedited

Pay to protect documents and mail the following to the Philadelphia address provided for routine service or expedited

- Completed DS-82 application form**
 - Must answer "yes" to all questions on cover of form
 - For adult passport renewals
 - For book-holder to apply for a card or vice versa
- One passport photo**
 - Purchase passport photo locally, in Fairbanks, or print from photo app (City Hall does not offer the service)
 - Must be taken within the last six months
 - Glasses must be removed – effective November 1, 2016
 - Do not wear camouflage
 - 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 (DS-11 form plus DS-64)
 - Certified copy of marriage certificate or court document showing name change, if applicable; no photocopies
- Fees**
 - **\$110 passport book and/or \$30 passport card**
 - Attach check or money order issued to "U.S. Department of State"
 - Include expedite fee (\$60) and/or overnight return postage (\$16.48) for faster turnaround. Return postage not applicable for card-only applications
 - Express postage (\$16.48) can be included with standard applications. Otherwise passports are returned via Priority Mail (tracking only).
 - **Express postage**
 - Pay the Post Office for Priority Express (\$25.50) or Priority (\$7.35) to expedite mailing and to protect documents