

ADULT Passport Renewal Applications

- Must answer "yes" to all questions on cover
- Must be at least 16 years old when most recent passport was issued
- Good for ten years
- No appointment needed - Applicant submits application themselves
- Express mail (\$25.50) recommended
- 4-6-week turnaround for routine service or 10 days to 3 weeks for expedited
- For book holder to apply for card or vice versa

Pay to protect documents and mail applications to either of two Philadelphia addresses for routine or expedited service

Completed DS-82 Application Form

- Answer everything; blanks could delay application process
- 28 pages or 52? Adding pages is no longer an option
- Use black ink

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