

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
- Applicant submits application themselves; Processing requires communication between applicant and Passport Agency
- Express mail (\$28.75) recommended because it is the most protected method
- 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 and do not correct errors (redo page)

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
- Wear plain clothing, no 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

○ **\$130 Passport Book and/or \$30 Passport Card**

- Attach check or money order issued to “U.S. Department of State”
- Add \$60 to expedite process, plus \$19.53 return postage (for book only)
- Due to federal mandates, delayed till May 7, 2025, it is prudent for adults/teenagers to get both the passport book and passport card at the same time.

○ **Postage**

- Pay the Post Office for Priority Mail (\$9.65) or Priority Express (\$28.75) to send and/or protect hard-to-replace documents. Use Philadelphia addresses on back of DS-82 form for routine (priority) or expedited (priority express) service.