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 ($30.45) recommended because it is the most protected method
- For book holder to apply for card or vice versa

☐ **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**
- o **$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.
- o **Postage**
  - Pay to protect documents. Mail applications to Philadelphia, POB 90155 for routine turnaround (use priority mailer and pay Post Office $9.85) or mail application to POB 90955 for expedited service (use priority express mailer and pay Post Office $30.45). See back of DS-82 for full addresses.

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