

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 must submit application themselves
- Express mail (\$31.40) recommended for added protection
- 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
- Do not wear camouflage or anything resembling it
- 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 \$21.36 return postage (for book only)
- Due to federal mandates starting May 7, 2025, it is wise to get both the passport book and passport card.

Postage

- Pay to protect documents. Mail applications to POB 90155, Philadelphia for routine turnaround (use priority mailer and pay Post Office \$10.10) or mail application to POB 90955 for expedited service (use priority express mailer and pay Post Office \$31.40). See back of DS-82 for full addresses.