

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 \$22.05 return postage (for book only)
- Issue check, money order, or bank draft to "U.S. Department of State"
- Payment is attached to application
- Add \$60 to expedite process, plus \$22.05 return postage (for book only)
- As of May 7, 2025, the REAL ID Act requires state-issued IDs meet federal security standards (to board domestic flights and access military and federal facilities). Both the U.S. passport book and card are REAL ID compliant, although the passport card is more convenient to carry.

☐ **Postage**

- Pay to protect documents. Mail applications to POB 90155, Philadelphia for routine turnaround (use priority mailer and pay Post Office \$11.00) 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.