



Passport Renewal Checklist

— **Form DS-82 Application for Renewal** = This application **MUST** be filled out online and printed correctly or it will be rejected by the Department of State. You must read the summary of fees page (NOTE: fees might not match up with what this checklist indicates must be paid- FOLLOW THE CHECKLIST!) This form will have two bar codes- one located in the upper left hand corner vertically next to your last name and one at the bottom right hand corner across the bottom of the page. **SIGN IT!**

— **Itinerary for Proof of Travel** = The travel itinerary dates **MUST** match the Authorization Letter. Proof of travel includes official travel tickets, hotel reservations or travel documented on business or company letterhead. Two copies of the itinerary are needed.

— **Two PROFESSIONAL Passport Photos** = These must meet the government requirements including, but not limited to: 2x2 photo with a white background, wearing no uniform, no head gear (i.e. – sunglasses, eye patches, hats or orthodontic apparatus.)

— **Old Passport Book** = Your old passport book **MUST BE IN GOOD CONDITION. It will not be accepted if mutilated or in poor condition.** This **WILL** be returned to you with your new passport. Please make sure your passport was issued less than 15 years ago.

— **Authorization Letter** = This letter allows Express Passport to act on your behalf to procure your expedited passport. The travel dates **MUST** match the DS-82 and the travel itinerary. Make two copies of this Authorization Letter.

— **Government Fees** = A money order or check (not a starter or temporary check) in the amount of \$170.00 if only ordering a passport book and \$200.00 if ordering a passport book and a passport identification card. The correct spelling of the “pay to the order of” is US Department of State. **DO NOT ABBREVIATE.** Make a copy of the check to include in the Federal Express package.

— **FED-EX** = Proceed to FED-EX with the sealed envelope and additional copies. Place the **SEALED ENVELOPE** and the additional copies as well as a copy of this completed checklist in the FED-EX envelope and **insert the label provided in the plastic sleeve outside.** It is pre-addressed and pre-paid.