



## Passport Renewal Checklist

*Please follow steps 1 through 6 and make sure you have everything gathered before proceeding to step 7.*

1. \_\_\_ **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. Please click “create form” at the end of the application, after 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!**
2. \_\_\_ **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.
3. \_\_\_ **Two PROFESSIONAL Passport Photos** = These photos 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.)
4. \_\_\_ **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.
5. \_\_\_ **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.
6. \_\_\_ **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.**
7. \_\_\_ **FED-EX** = Proceed to FED-EX with the documents and additional copies. Place the required documents and the additional copies of the itinerary and authorization letter in the FED-EX envelope and **insert the label provided in the plastic sleeve outside.** It is pre-addressed and pre-paid.