

Passport Renewal Process

2/25/2009

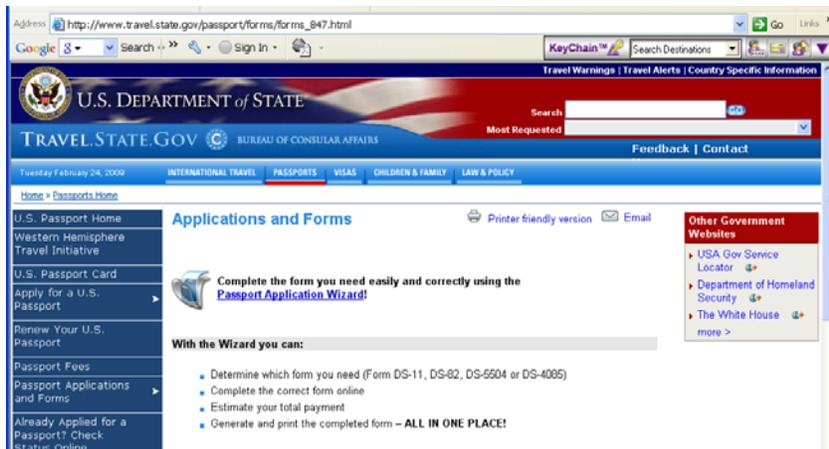
www.travel.state.gov/passport/forms/forms_847.html

DS-82 Renew a passport (has a personal or official passport)

Other forms:

DS-11 Apply for a passport (in person after approved by headquarters / doesn't have passport)

DS-4085 Add Pages to a passport

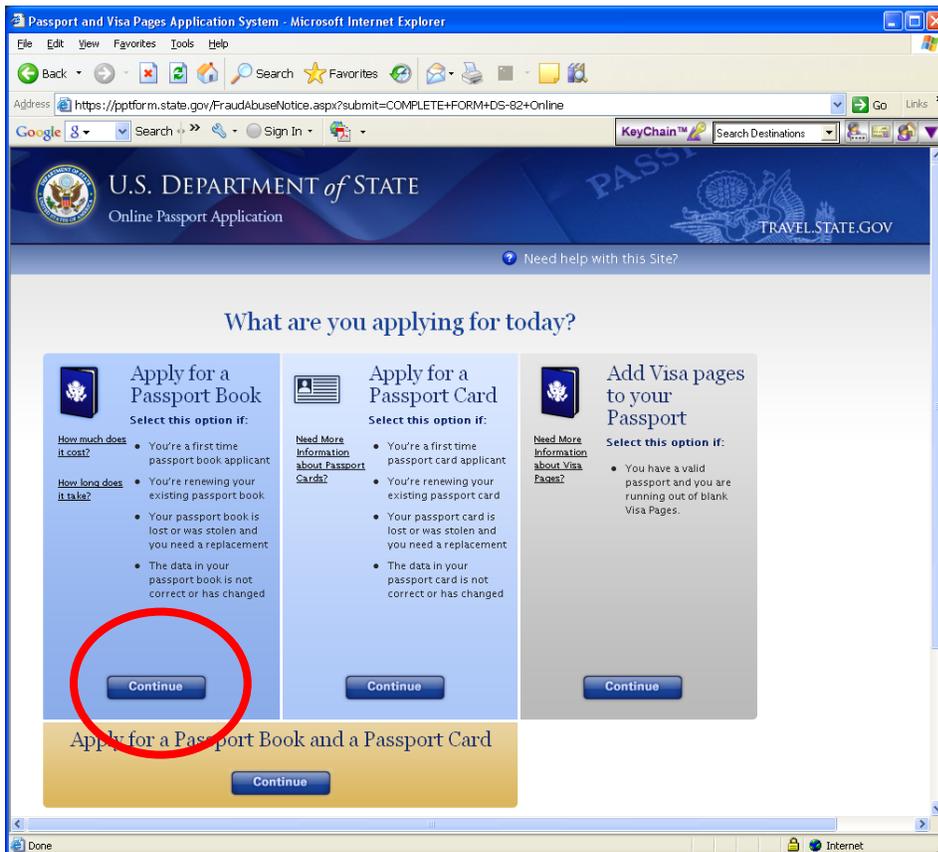


Passport Applications and Forms:
Choose: Wizard or Application for a US Passport By Mail: DS-82

Check the box and click Submit.



Apply for a Passport Book



Complete all fields marked with a red (*)
Click "Next"

The screenshot shows the 'About You' section of the U.S. Department of State Online Passport Application. The form contains several fields, many of which are marked with a red asterisk (*) to indicate they are required. The 'Your Occupation' field is circled in red. The form also includes fields for First Name, Middle Name, Last Name, Suffix, Date of Birth, City of Birth, Social Security Number, Country/State of Birth, Gender, Height (Feet and Inches), Hair Color, Eye Color, and Your Employer. There are 'Previous' and 'Next' buttons at the bottom of the form.

Occupation:

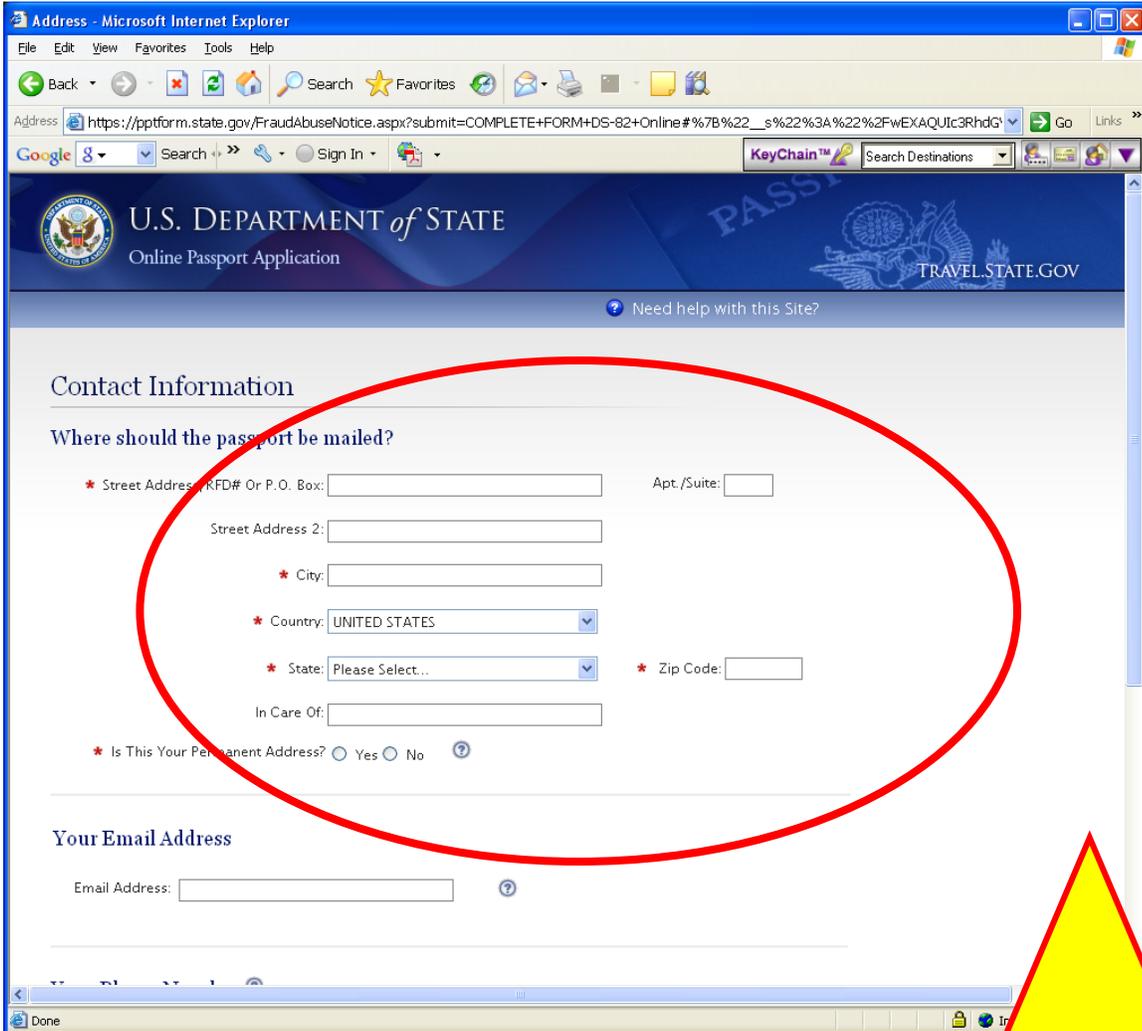
List your official title, not an abbreviated version.

Examples:

Res Chemist ---- should be Research Chemist

RL ----- should be Supervisory Research Chemist

WARNING: FOLLOW INSTRUCTIONS BELOW CAREFULLY!!!!



Contact Information

Where should the passport be mailed?

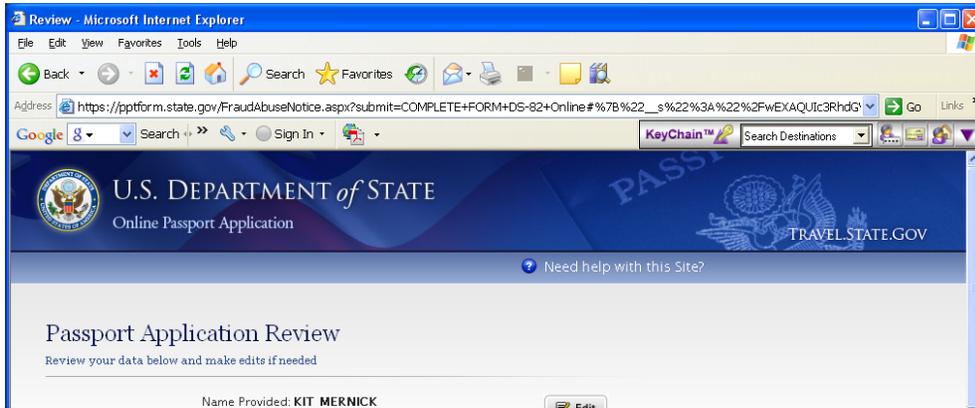
Street Address/RFD# Or P.O. Box: 1400 INDEPENDENCE AVE S.W. Apt./Suite: 1069
Street Address 2: SOUTH BUILDING
City: WASHINGTON
Country: UNITED STATES
State: DC - DIST. OF COL. Zip Code: 20250
In Care Of: FAS INTERNATIONAL TRAVEL SECTION

Is This Your Permanent Address? No

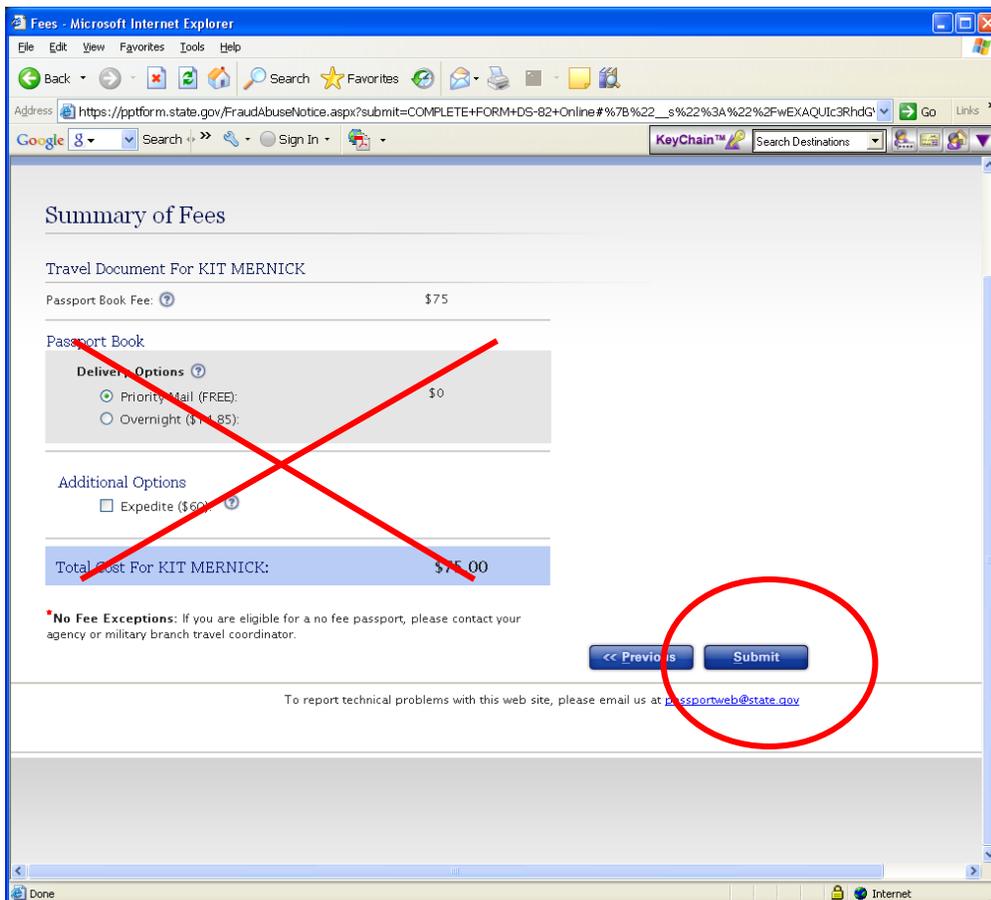
(An address block will open, complete it.)

Enter all required fields that have a RED (*)

Review the information carefully and edit if necessary.



Ignore the Fee and Shipping information.
Click "Submit"

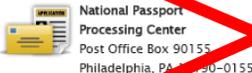


Need help with...

Next Steps

After reading and acknowledging your understanding of the instructions, you will generate your Passport Application form(s).

- 1 Print Your Application(s).**
Be sure to SIGN & DATE your DS-82 (Application for a U.S. Passport by Mail)
[Click Here to view Printing Instructions](#)

- 2 How to Submit Your Application(s)**
Mail your application to the following address:

National Passport Processing Center
Post Office Box 90155
Philadelphia, PA 19163-0155
NOT: If you are traveling within 2 weeks, you can make an appointment to apply at a Passport Agency by contact the National Passport Information Center toll-free at 1-877-487-2542 (TDD: 1-888-874-7793). The automated appointment system is available 24/7.

What to Submit With Your Application(s)

Your Travel Coordinator submits the printed form and two photos through USDA/ARS/MWA.

Sign and date in BLUE ink.

Submit only the 2 application pages.

Check the box and create the form:

- 3 Two Recent Passport Photos**

[Click here](#) to view details on submitting a passport photo
- Correct Fees**

Your total fees are: \$75.00
See the [Passport Fees](#) for more information.
- Most Recent U.S. Passport Book**

- I have read and acknowledge the steps contained above.

1. Create Form This will generate your passport application(s) form as a pdf file. Review the .pdf file for accuracy and completeness. When finished, print this form. Create Form <small>* Adobe Acrobat is required</small>	2. Start New Application This will return you to the beginning of the Wizard so you may complete another form. Note: Please be sure to create your current form before proceeding. Start New Application
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For more information on how and where to apply for a passport, See [Get or Renew a Passport](#).

To report technical problems with this web site, please email us at [help@state.gov](#)