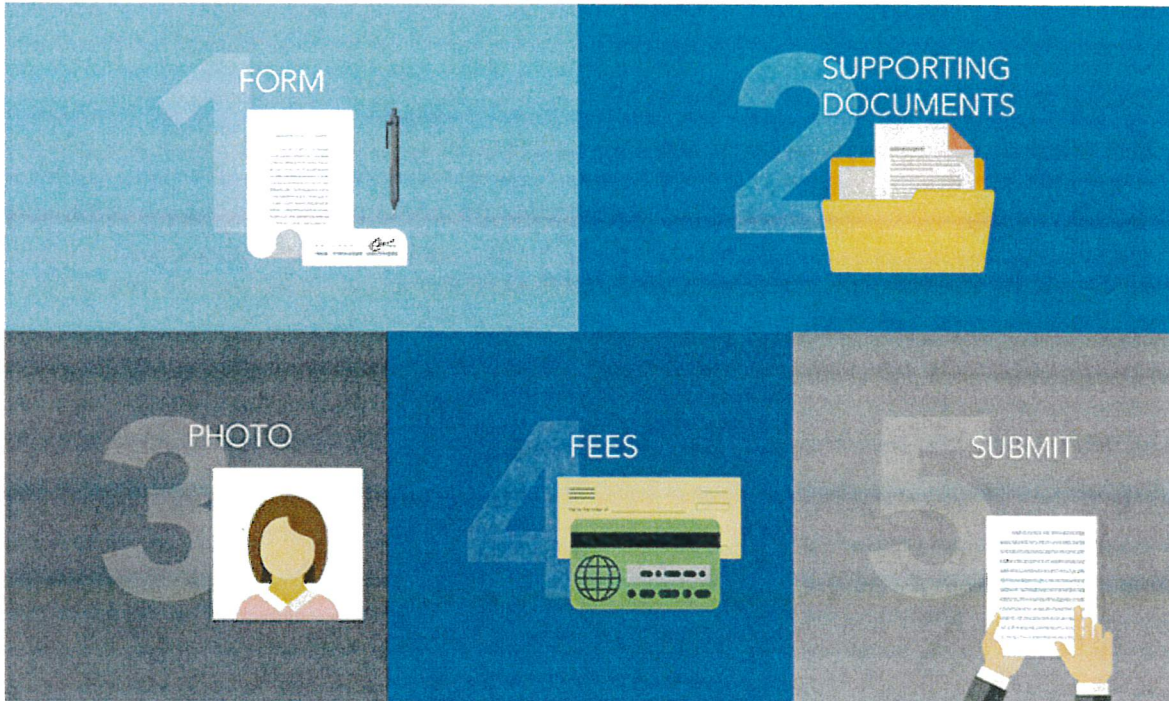


# HOW TO APPLY FOR A PASSPORT



**STEP 1 Forms** – Fill out the DS-11 form (**U.S. Passport Application**). The form should be typed or print legibly in **BLACK** ink only.

**STEP 2 Supporting Documents** – Evidence of U.S. Citizenship (Birth Certificate, U.S. Naturalization, or Passport Book or Card) – Photo Identification (Driver License, Passport Book or Card), additional documents like Marriage Certificate, Divorce Decree, Court Order Papers, and Passport forms (Minor Consent form, Lost or Stolen form, Statement of Special Family Circumstances and etc).

**STEP 3 Photo** – 2 X 2 Color printed photo (**No glasses should be worn**). The Auto Title offices charge \$10.00 for photo service.

**STEP 4 Fees** – Adult Fees (Passport Book - \$110.00 / Passport Card \$30.00) and Children under 16 (Passport Book \$80.00 / Passport Card \$15.00). Check or Money Order should be made payable to: **U.S. Department of State**. **Please note:** The customer also has to pay the Clerk fees (Clerk fees can be paid by cash, Check, or credit card (**please note:** There is a 3% surcharge with a credit cardpayment)).






**Step 5 Submit** – The forms will be submitted to the U.S. National Passport Center. **Regular Service Processing** – 4 to 6 weeks and **Expedited Service Processing** 2 to 3 weeks. **Please note:** If an applicant chooses to **expedite** their passport application, customer will pay an additional \$60.00 and \$15.89 for overnight return delivery (optional) on a Passport Book only to the U.S. Department of State.



# CAN YOU RENEW YOUR U.S. PASSPORT BY MAIL?



You can renew by mail if you answer 'yes' to ALL 5 statements below about your passport.

- 1.** You have your passport in your possession to submit with your application. 
- 2.** It's undamaged other than normal wear and tear. 
- 3.** Was issued when you were age 16 or older. 
- 4.** Was issued within the last 15 years. 
- 5.** Was issued in your current name or you can document your name change. 

If you answered 'NO' to any statement, you must apply in-person. Visit [travel.state.gov/renew](https://travel.state.gov/renew) to learn more.







# RENEW YOUR PASSPORT BY MAIL

Let us help you save some time by following these five easy steps below:

Step 1: Complete a DS-82 form

**U.S. PASSPORT RENEWAL APPLICATION FOR ELIGIBLE INDIVIDUALS**  
PLEASE DETACH AND RETAIN THIS INSTRUCTION SHEET FOR YOUR RECORDS

**CAN I USE THIS FORM?**  
Complete the checklist to determine your eligibility to use this form.

**FOR INFORMATION AND QUESTIONS**  
Visit the Department of State website at [travel.state.gov](http://travel.state.gov) or contact the National Passport Information Center (NPIC) toll-free at 1-877-487-2778 (TDD) 1-800-871-7778 or by email at [npic@state.gov](mailto:npic@state.gov). Customer Service hours are Monday through Friday, 9:00 a.m. to 8:00 p.m. Eastern Time. Service is available 24 hours a day at [travel.state.gov](http://travel.state.gov).

Step 2: Submit your previous passport, with an expiration date of no more than 5 years.



Step 3: Take a 2x2 color photo white background (NO EYE GLASSES)



Step 4: Write a check or get a money order payable to U.S. Department of State



Step 5. Mail everything to the U.S. Department of State in a sturdy envelope. We recommend using traceable mail services, for example Priority Mail. (See *passport application for mailing instructions*.) For processing times visit [travel.state.gov](http://travel.state.gov) or call 1-877-487-2778.

Passport Fee Chart	
Passport book	\$110.00
Passport card	\$30.00
Both book and card	\$140.00