



Passport Renewal Checklist

DS-82 Passport Application for Renewal

This application MUST be filled out online and printed correctly on single sided paper. Please click "Create Form" at the end of the application. The application form that you print will have two bar codes, one on the top left side and one on the bottom right side.

Travel Itinerary DS-11 Passport Application

Print one copy of your travel itinerary. Proof of travel can be the copy of the airline ticket, travel itinerary, or a company letter stating your departure date and nature of business.

Two Identical Passport Photos

Include two color passport size photos measuring 2 x 2 with a light or a white background. They must be professionally taken!

Letter of Authorization

Please make two (2) copies of this letter. It is imperative that you include this letter signed and dated, as it is a legal form which allows our company to act on your behalf to answer and resolve any matters related to your application. **You will place one inside the sealed envelope and one on the outside for our records.**

Previous United States Passport

Your previous passport must not be older than fifteen (15) years from the date it was issued. Passport must be in good condition. It will not be accepted if damaged or mutilated.

Government Fees

A check or money order payable to the "US Department of State" in the amount of \$135.00. No temporary or starter checks accepted! Please make sure the check is signed, dated, and spells out the appropriate amount neatly and correctly.

Federal Express Return Label

Please provide a pre-paid Federal Express return label for the shipment of your passport. We suggest you fill it out completely with the type service you wish to use for the return of your completed passport.

I hereby certify that I have performed the above stated requirements to the best of my ability. I understand that the U.S. Department of State for Passport Services can and will suspend my case in the event that my package is incomplete.

Signature and Date