

# ez Passport Guide

★ Passport Renewal ★



**A Step-by-Step Guide  
to Help You Quickly & Easily  
Renew Your Passport**

Brought to you by:

**U.S. Passport Service Guide**

<http://www.us-passport-service-guide.com>

## **Disclaimer and/or Legal Notice**

In the ez Passport Guide you will find the step-by-step instructions required by the U.S. Department of State Passport Services along with helpful tips and recommendations from U.S. Passport Service Guide.

This guide is for informational purposes only and the author does not accept any responsibilities for any liabilities resulting from the use of this information.

While every attempt has been made to verify the information provided herein, the author cannot assume any responsibility for error, inaccuracies or omissions. Any slights of people or organizations are unintentional.

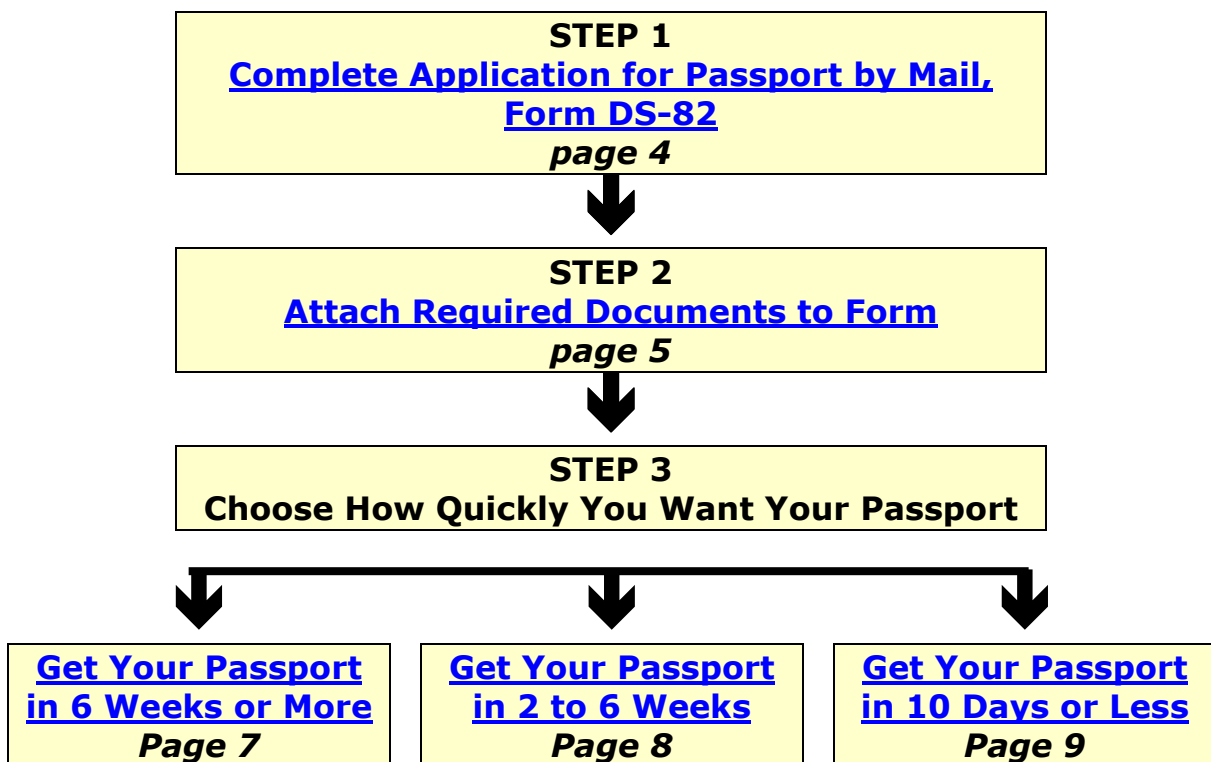
## **Links in this document**

There are several links within this report that you can click on. They all appear as [blue underlined text](#) (except for the steps on page 3) just like you see on web pages. All of these links will take you to a web page on the Internet. So, before you click any link, make sure you are connected to the Internet.

You should apply for a passport renewal if you...

- ★ Already have a passport that is not damaged; and
- ★ Received it within the past 15 years; and
- ★ Were at least age 16 when it was issued; and
- ★ Still have the same name as in passport (or you can legally document your name change).

If you need to renew your passport, you can do this easily by following the steps below.



**NOTES:** Residents abroad should renew their passports at nearest U.S. Embassy or U.S. Consulate.

Passports renewed by mail in the U.S. can only be forwarded to U.S. addresses.

If your passport has been mutilated, altered or damaged, you cannot apply by mail. You must apply in person.

## Step 1: Complete Application for Passport by Mail

### **Download the Application**

1. Right click on the link;
2. Select "Save Target As...";
3. Choose a folder to save the form;
4. Click "Save"

[Click here to download Form DS-82 in PDF format](#)

### **Print the Application**

You will need the Adobe Acrobat Reader to open and print the application. If you don't already have this program installed on your computer, you can get it free [here](#).

The forms you print must be clear and sharp. Applications that are blurred or illegible will not be accepted. They must be printed in black print on white paper.

The paper must be 8 1/2 inches by 11 inches, with no holes or perforations, at least medium (20 lb.) weight and with a matte surface. Thermal paper, dye-sublimation paper, special inkjet paper, and other shiny papers are not acceptable.

Make sure that the photograph area on the printed application form is 2x2 inches to ensure that the photographs you submit (also 2x2 inches in size) can be correctly attached.

Print out and submit only one-sided pages of the application.

### **Complete the Application**

Type or print legibly when completing all sections of the application. Double-check to make sure everything is filled in correctly.

## Step 2: Attach Required Documents to Form

You need to send the following items along with your application:

**1. Your most recent passport;**

**2. Two identical passport photos;**

Your two passport photos must be:

- 2x2 inches in size**
- Identical**
- Taken within the past 6 months, showing current appearance**
- Color**
- Full face, front view with a plain white or off-white background**
- Between 1 inch and 1 3/8 inches from your bottom of the chin to the top of the head**
- Taken in normal street attire**
  - Uniforms should not be worn in photographs except religious attire that is worn daily.
  - Do not wear a hat or headgear that obscures the hair or hairline.
  - If you normally wear prescription glasses, a hearing device, wig or similar articles, they should be worn for your picture.
  - Dark glasses or nonprescription glasses with tinted lenses are not acceptable unless you need them for medical reasons. A medical certificate may be required.

**NOTE:** Vending machine photos are not generally acceptable

**3. And, a \$67 fee payable to the U.S. Department of State.**

**NOTE:** Your previous passport will be returned to you with your new passport.

**★ If your name has changed since your passport was issued:**

- Enclose a certified copy of the legal document specifying your name change (e.g. marriage certificate, divorce decree, adoption decree, or court order).
- No photocopies accepted.

**NOTE:** If your name has changed by other means, you must apply in person. (See How to Apply in Person .)

## Renew Your Passport in 6 Weeks or More

The U.S. Department of State Passport Services claims to process a passport normally in 6 weeks. This can take longer, especially during high season. It's advisable to choose this option only if you can wait three months to receive your passport.

If you need your passport quicker, choose either **2 weeks or more** (*page 8*) or **10 days or less** (*page 9*) passport processing.

To get your passport in 6 weeks or more, you need to follow the instructions below.

## Mail In Form and Required Documents

Mail the completed Application for Passport by Mail, Form-DS82 along with the required items in a padded envelope to the address below.

National Passport Center  
P.O. Box 371971  
Pittsburgh, PA 15250-7971

**TIP:** If you travel extensively, you may request a larger, 48-page passport at no additional cost. To do so, attach a signed request for a 48-page passport to your application.

## Renew Your Passport in 2 Weeks or More

If you can't wait 6 weeks or more to receive your passport, you should request expedited services. The U.S. Department of State Passport Services claims to expedite passports in 2 weeks.

The 2 weeks processing time given by Passport Services is not guaranteed. Since there are many things that could possibly prolong the process, you should only choose this option if you have 4 weeks or more to spare.

If your departure date is less than 4 weeks away, read the instructions on how to renew passport in **10 days or less** on page 9.

To acquire your passport in 2 weeks or more, follow the directions below.

## Additional Instructions

The instructions for expediting your passport are similar to requesting routine service. Therefore, you should **first follow the instructions given on pages 4 to 7.**

In addition, you will need to do the following:

- Pay an additional \$60 per application for expedited services.**
- Include your itinerary along with the other documents.**
- Provide two-way overnight delivery.**
- Mark "Expedited" on the envelope.**

**NOTE:** Passport applications sent together or at the same time do not necessarily remain together. Passports will be mailed separately

## Renew Your Passport in 10 Days or Less

Yes, you can have your passport renewed and returned to you in 10 business days or less. In fact, you can have your passport back in as little as 24 hours.

To do this, you have two options.

You can try to make an appointment at one of only thirteen passport agencies in the U.S., travel to get there and wait in hot, cramped lines to get your passport, or...

You can contract a private passport expediting service to cut through the red tape, do the legwork for you, hand deliver your application and documents and return your passport in **10 days or less, guaranteed.**

Bob Tedeschi used a passport agency. Here is his conclusion:

**"I spent an entire day sitting in lines in a hot, cramped passport office** in Stamford, Conn., since moved to South Norwalk. The office, an hour's drive from my home, was one of the few in the Northeast that provided last-minute service for those who call at least a few days ahead for an appointment. The lines moved at a pace that made those at the Department of Motor Vehicles look fast. In retrospect, **given the amount of work I missed and the aggravation, I would've paid \$150 for an online service.**"

## Fast Passport Through a Private Expediter

Private travel document expeditors have a special relationship with the U.S. Department of State Passport Services that allows them the privilege of hand delivering passport applications for faster service.

Since the applications they deliver are given priority, you have the guarantee of receiving your passport within the time frame you choose.

It's really a question of convenience. Ever compared prices at a convenience store with those at a supermarket? The convenience store is almost always more expensive.

But when you're in a hurry or it's really late at night or you're not up to long lines, the convenience store is a better deal. You pay a little more for quick, easy access to what you need.

When you contract a passport expediting service, you invest in comfort and peace of mind. These are two things you really need when your departure date is rapidly drawing near and you still don't have your passport.

With a passport expediter:

- You don't have to set up an appointment and travel long distances to get to the passport agency.
- You don't have to lose a day standing in hot, cramped line.
- You don't have to worry about whether your passport will be ready in time or not.

To learn more about how a passport expediter can help you get your passport quickly, visit [Passports and Visas](#).

## Expedited Services Through a Passport Agency

If you need your passport urgently, generally in less than 2 weeks, you may contact one of the Passport Agencies listed [here](#). All agencies take applications only by appointment. You must call in advance.

You need to take your completed passport application and the required documents to your appointment.

Passport agencies accept the following as payment:

- Major Credit Card - Visa, MasterCard, American Express, Discover
- Debit/Check cards (not ATM cards)
- Checks, bank drafts, money orders

### Which service should you request?

Departure	Our recommendation
6 weeks or more	Routine services through State Department.
2 to 6 weeks	Expedited services through State Department,
2 weeks or less	Expedited services through <a href="#">Passports and Visas</a>