



## RENEWAL TEXT AND LINKS

### Passport Application Qualifications

#### Renewal Passport Application

ALL OF THE FOLLOWING MUST BE TRUE IN ORDER FOR YOU TO USE THIS METHOD OF OBTAINING A US PASSPORT:

1. You are in possession of a previously issued US Passport and it is in fair condition.
2. You were at least 16 years of age when this passport was issued.
3. This passport was issued less than 15 years ago.

### Submit Your Most Current Passport

Submit your most current US Passport as Described Above. *Copies are not acceptable*

### Application Form

[Download](#) complete and sign the US Passport Application [DS-82](#). Be sure to complete all fields and make sure you date your form

### Proof of Name Change or Data Correction

If you are changing the name or the data on your passport, submit original certified documents justifying the change you are requesting. For example: if you want to change it due to marriage submit an original Certified Copy of a Marriage Certificate. If you are changing vital information such as your date of birth or gender, submit original Certified Copies justifying this change such as a previously issued passport or a Certified Copy of your Birth record or Court Order. For more information you may visit the State Department's website [click here](#) or call us on our toll-free number **(800) 783-8472**.

### Photo Requirements

Submit ONE recently taken passport type or size photograph. **Do not submit pictures with eyewear (glasses), headwear, jewelry, or with any objects in the background, as they will not be accepted.** Passport Photo **MUST** have a completely **blank white background**, without any other shades or tints (i.e., dark gray, tan, off-white). See below for proper sizing and examples of well composed photos.

[Click Here](#) for a description of the State Department requirements on passport photos.

Download complete and DO SIGN the Letter of Authorization Form(s). This form allows our company to expedite your passport and represent you at the State Department respecting your application form. Choose the first TWO boxes only and check them. The 3rd box indicates you want us to represent you but would rather the State Department deal directly with you when there are problems.'

### Proof of Departure

**The US State Department** requests that you provide with your application proof of your upcoming departure date. Please include this with your application.

(If you do not have confirmation of your trip yet, please let us know in advance)

#### EXAMPLES:

Print-out of online booking reservations from an online or airline reservations system, or travel agency. It must have your name and international destination and departure date on it

#### OR

A signed Letter on Letterhead from your Employer or your Travel Agent addressed to the US State Department confirming your departure date and International Destination. Again, it must state your passport name.