

Renewing Passports Adults (Age 16 and older)

Form DS-82 may be used and submitted by mail if:

- Your U.S. Passport is undamaged and can be submitted with your application
- Your U.S. Passport was issued when you were age 16 or older
- Your U.S. Passport was issued in the past 15 years
- Your U.S. Passport was issued in your current name or you can legally document your name change

The following is required to be sent in with Form DS-82

- Your most recent U.S passport book and/or card
- Passport photos
- Certified copy of your marriage certificate or court order if your name has changed. Original document will be mailed back to you.
- Government Fee – Passport - \$110, Passport Card - \$30, Expedited fee \$60 (Must submit a check or money order)

How long is my passport valid?

- If your U.S. Passport was issued when you were 16 years old or older, your passport is valid for 10 years

New Passport or Renewing passports for Child (Under age 16)

Form DS-11 should be used if:

- You have never been issued a U.S passport
- You were under the age of 16 when your previous U.S. passport was issued

To submit an application for a child under 16, the child and both parents or the child's legal guardian(s) must be present and present the following:

- Proof of the child's U.S. citizenship
- Proof of the child's relationship to parents/guardians
- Original parental/guardian government issued identification and a photocopy of the front and back of presented identification

If only one parent appears, you must also submit one of the following:

- Second parent's notarized written statement or DS-3053 consenting to the passport issuance for the child.
- Second parent's death certificate if second parent is deceased
- Primary evidence of sole authority to apply, such as a court order

- Written statement or DS-5525 (made under penalty of perjury) explaining in detail the second parent's unavailability.

The following is required to be submitted with Form DS-11

- Proof of Child's U.S. Citizenship, original and a photo copy. Original document will be mailed back to you.
- Copies of parents/guardians presented identification
- Passport Photo
- If renewing, Child must submit their most recent U.S passport book and/or card with application
- Government Fee – Passport age 15 and younger - \$80 + \$25 Acceptance Fee = \$105, Passport Card - \$30 + \$25 Acceptance Fee = \$55, Expedited fee \$60. Acceptance Fee is paid directly to the acceptance facility. Two separate payments are required. Check or money order must be submitted for Passport fees with the application.

How long is my child's passport valid?

- If your U.S. passport was issued when you were 15 years old or younger, your passport is valid for 5 years.

New Passport – Adults (Age 16 and older)

Form DS-11 should be used if:

- New passport
- Your most recent U.S. passport was issued more than 15 years ago
- Your most recent U.S. passport was lost or stolen
- Your name has changed since your previous U.S. passport and you are unable to legally document your name change

The following is required to be sent in with Form DS-11

- U.S. Citizenship, original and a photocopy. Original will be mailed back to you.
- Proof of identity, original and a photocopy. Original will be mailed back to you.
- Passport Photo
- Government Fee – Passport - \$110 + \$25 Acceptance Fee = \$135, Passport Card - \$30 + \$25 Acceptance Fee = \$55, Passport and Passport Card - \$140 + \$25 Acceptance Fee = \$165 Expedited fee \$60. Acceptance Fee is paid directly to the acceptance facility. Two separate payments are required. Check or money order must be submitted for Passport fees with the application.

How long is my passport valid?

- If your U.S. Passport was issued when you were 16 years old or older, your passport is valid for 10 years

Lost or Stolen Passport

If you are unable to submit your valid passport book and/or card with application. You are required to fill out and submit a DS-64, Statement Regarding a Lost or Stolen U.S. Passport, along with Form DS-11.