

# Passport Renewal CHECKLIST

Please initial next to each of the requirements below.  
Please enclose a copy of your checklist outside of the sealed envelope.

## Form DS-82- Application for Renewal

Complete the multi-page online application and at the end, click "Create Form". The newly created application will have two barcodes, one on the top left and another on the bottom right. Both barcodes must be present. Print one copy.

## Authorization Letter

Print one copy of the authorization letter. This allows us to act as an agent in your behalf.

## Travel Itinerary

Print 1 copy of your travel itinerary. Ensure that the travel date on your itinerary matches the date on your application.

## Two Identical Passport Photos

Include two identical passport photos which have been **professionally** taken. These must meet the government requirements.

## Old Passport

Include expired passport. Passport must be in good condition. It will not be accepted if damaged

## Government Fees

A check or money order made payable to the "US Department of State" in the amount of \$170. **Temporary checks will not be accepted. Note:** Make sure that you spell out the check amount in the proper format (One Hundred Seventy and 00/100).

## FedEx Shipping Label

Call 1-888-443-5847 with your FedEx tracking number to confirm your reservation. **Packages without confirmation will not be accepted. DO NOT** ship your package to the address listed on the Government form. This address is not for our expedited service. If you use this address your passport will be processed through normal government means and will not be expedited.

I hereby certify that I have performed the above requirements to the best of my ability.  
I understand that the U.S. Department of State could suspend my case in the event that my package is incomplete.

Signature

Date