



# Passport Renewal Checklist

## DS-82 Passport Application

The DS-82 must be filled out online - it **cannot be handwritten**, or be printed double-sided. Once printed, you must sign and date your application.

## Travel Itinerary or Business Letter

Must show departure date within 14 days. The travel itinerary dates MUST match the departure date on the DS-82 (For business letter it must be printed on company letterhead).

## Passport Photo

Must meet the government requirements, including but not limited to: 2"x2" photo with a white background. No hats, glasses or uniforms.

## Proof of Identification

Copies (front & back) of a valid State issued Driver License (or ID Card).  
**Must have been Issued more than 6 months ago**

## Government Application Fees

A money order or check (no starter or temporary checks) for **\$170.00 or \$200.00** (if optional passport card selected) pay to the order of is "**US DEPARTMENT OF STATE**"  
**(DO NOT ABBREVIATE)**

## Authorization Letter (USE BLUE INK TO FILL THIS OUT)

This letter allows Expedited Passports & Visas to act on your behalf to expedite your passport. It must be filled out **exactly like the provided sample**, but must be hand filled by you. Do not forget to enclose a copy of this inside the FedEx envelope.

## Old Passport Book

Your old passport book must be sent with your application and it cannot be damaged, it should not have expired more than 5 years ago and had a validity length of 10 years. It is ok if the passport has not yet expired.

## SEND DOCUMENTS via FEDEX

Use the prepaid FedEx label provided and send all of the above documents in  
**a FedEx Express Envelope**