

# RENEWAL Passport Application Checklist (Adults ONLY)

1. **IMPORTANT:** Requirements for a renewal application:
  - a. Passport book and/or passport card was issued for 10 years.
  - b. Passport is not expired or is still within the 5-year grace period from the expiration date.
  - c. Passport book and/or passport card is not lost or stolen.
  - d. It is not damaged beyond the normal wear and tear.
  - e. You have not had a name change or can provide documents to support the change.
2. Passport application (must be two pages)
  - a. Filled out in black ink or printed off the website ([www.travel.state.gov](http://www.travel.state.gov))
    - i. **Sign and date the completed application**
  - b. Passport Book (International travel by air, sea, or land)
  - c. Passport Card (Only US entry by sea or land from Canada, Mexico, the Caribbean, and Bermuda)
  - d. Routine Processing (**4 - 6 weeks**) or Expedite Processing (**2 - 3 weeks**)
3. Passport book and/or passport card
4. Passport Photo (No glasses) – **Library does not provide this service**
  - a. Do not wear a uniform, camo attire, or a white shirt.
  - b. Make sure your hair is not covering any facial features, especially the eyes.
  - c. If you wear a hat or head covering for religious purposes, submit a signed statement verifying the hat or head covering in your photo is part of traditional religious attire worn continuously in public.
  - d. If you wear a hat or head covering for medical purposes, submit a signed doctor's statement verifying that the hat or head covering in your photo is used daily for medical purposes.
5. Proof of name change (if needed)
  - a. Certified copy of marriage certificate
  - b. Certified copy of court-ordered name change
  - c. Divorce decree stating name change
6. Passport Fees per passport application - **Each applicant must have a separate check or money order**
  - a. Check or Money Order Only - Payable to "U.S. Department of State"
  - b. **Applicant's full name and full date of birth must be written on the check or money order**
  - c. Passport Book - \$130.00
  - d. Passport Card - \$30.00
  - e. Both book & card - \$160.00
  - f. Expedite fee (optional) - \$60
  - g. 1-2 Day Delivery of Book Only fee (optional) - \$22.05
7. Mail in an 8 x 11 envelope:

**Routine:**

National Passport Processing Center  
Post Office Box 90155  
Philadelphia, PA 19190-0155

**Expedite: Must write expedite on outside of mailing envelope.**

National Passport Processing Center  
Post Office Box 90955  
Philadelphia, PA 19190-0955