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)
        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. 1-3 Day Delivery of Book Only fee (optional) - $26.87

7. Mail in an 8 x 11 envelope:

Routine:	Expedite: Must write expedite on outside of mailing envelope.
National Passport Processing Center Post Office Box 90155 Philadelphia, PA 19190-0155	National Passport Processing Center Post Office Box 90955 Philadelphia, PA 19190-0955

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