

# PASSPORT RENEWAL CHECKLIST

**IMPORTANT:** Include a signed Checklist and all necessary documents in an Overnight FedEx envelope. Attach the Shipping Label outside. Questions? Call **Rushed Passport** at our Toll Free number **(855) 347-2445**.



## DS-82 Passport Application

Complete the DS-82 form online, not handwritten or double-sided printed. Only sign it when a passport clerk instructs. Bar codes (DS-82 B) should be at the bottom right of pages 1 and 2. DS-82 passport application does not need signature witnessed. Please print the application upon completion and sign and date the form in blue or black ink.

1



## Passport Photo

For your passport, provide a 2 x 2 inches color photo on a white background, taken in the last 6 months, without uniforms, headgear, white shirts, or eyeglasses.

2



## Proof of Travel

Common travel itineraries include airline, cruise, and hotel bookings. A business letter on company letterhead can replace a travel itinerary. Ensure the itinerary and DS-82 form dates match, featuring the applicant's name. Print two copies.

3



## Proof of Identification

Include a valid ID issued over 6 months ago (both sides). Acceptable IDs are Driver's License, State ID, Military ID, or any Government ID. Paper IDs, Learner's Permits, and temporary licenses are not accepted.

4



## Government Fees

Write a check for \$211.36 for just the Passport Book, or \$241.36 for both the Book and Card, payable to "US Department of State." Your pre-printed Name and Address should be on the upper left corner; no starter or temporary checks. Include the applicant's full name and date of birth in the memo section.

5



## Expired or Expiring (Old) Passport Book

Required documents must include a passport that is in excellent condition, having been issued within the past 10 years yet not exceeding 15 years from its issuance date. Any passport that is found to be damaged or mutilated will not be accepted. Additionally, if there has been a change in your name since the issuance of your passport, it's important to provide an original or state-certified name change document, which could be due to marriage, divorce, or adoption.

6



## Authorization Letter

This Letter authorizes Rushed Passport to act on your behalf at the U.S. Department of State. Include one copy in your sealed documents and another in your FedEx package. Print the Courier Company Name exactly as shown on the top of the page to prevent delays. Use BLUE INK ONLY for hand printing and signing. (PRINT TWO COPIES)

7

## Send documents via FedEx

Print Shipping label and place on the outside of an overnight shipping envelope. Use only the shipping label given to you by Rushed Passport. Do not buy a new one.

8

**Important Note:** The Government's fee varies based on what you are applying for and the passport agency that is processing your documents. Please check with our office before submitting your Government's fee.