

HOW TO RENEW YOUR PASSPORT BY MAIL

BLACK GIRL WORLD TRAVELLER

BEFORE WE BEGIN;

If your passport is about to expire within the next 6 months. It is time to renew your passport. It is typical to renew one's passport 9 months to 1 year before the date of expiration.

These steps listed below apply to holders of a United States Passport & if:

- You have your passport in your possession to submit with your application
- Your passport is undamaged other than normal wear and tear
- Your passport was issued when you were age 16 or older
- Was issued within the last 15 years
- Was issued in your current name or you have legal documentation of your name change

If you answered NO to any of these questions then this document does not apply to you. You must apply in person. Please consult our How to Get Your Passport for the First Time document.

Step 1: Secure your passport book and card. Make sure neither are damaged beyond normal wear and tear and be prepared to mail them off.

Step 2 (Only if applicable): If the name you are currently using is different from the name on your most recent U.S. passport, you must provide a **certified copy of the legal name change** document. Examples include:

- Marriage certificate
- Divorce decree
- Court-ordered name change document

Note: Your name change document will be returned to you in a separate mailing from your new passport.

If you are not requesting a name change on your new passport then skip to Step 3.

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Step 3: Print & complete for DS-82. Make sure this form is completed in black ink only.

Step 4: Secure the necessary funds to pay for your passport renewal. You can wait until the day you mail off your documentation to purchase your money order or you can purchase the money order ahead of time since money orders do not expire. All United States Postal Service locations sell money orders. If you are purchasing money orders, bring cash.

You may also pay by check. Make all money orders and checks payable to: United States Department of State.

If you would like your passport to be expedited, add \$60 to your Money Order 1 total. Add another \$18.32 to your Money Order 1 total if you want to receive your passport 1-2 days after it is sent to you.

Passport Book	\$130 (It's own Money Order)	Money order 1: \$130
Passport Book & Card	\$160 (It's own money order)	Money order 1: \$160

Note: There is a \$1.45 fee to purchase a money order worth less than \$500. This is payable by cash or debit card directly to the United States Postal Service.

Note: There is no execution fee to be paid when you are renewing your passport,

Note: A passport card can be used when entering the United States at land border crossings and sea-ports-of-entry from Canada, Mexico, The Caribbean, Bermuda. **The passport card cannot be used for international air travel.** However a passport card can be used for domestic air travel and is considered an alternative to a state-issued ID. Passport cards cannot be expedited, only passport books can be expedited.

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Step 5: Make an appointment at your nearest USPS location for **Photo Services Only** under Service Type.

Note: As a part of your application you will need (1) 2x2 color photograph for your passport renewal application. *Black Girl World Traveller* recommends getting the picture taken the day you mail off your documentation at a USPS site. This prevents making multiple trips to the post office.

The United States Postal Service is an agency of the federal government. They know the exact requirements that the government is looking for. **The fee is \$15, payable by cash or debit card directly to the United States Post Office.**

However, you are welcome to have your own photos taken & printed elsewhere as long as they comply with United States Department of State requirements.

If you will be bringing your own 2x2 photograph, skip Step 5 and proceed directly to Step 6.

Proceed to the next page for Step 6.

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Step 6: The final step is to mail your completed application in a **yellow manila envelope** with the following documents at a United States Postal Service facility only. Do not use Fedex, UPS, DHL, or any other shipping service or your application materials will be returned to you. Have the following in hand:

1. Yellow manila envelope

a. (This may be purchased at the United States Postal Service facility)

2. Your most recent passport book

a. (This will go inside the yellow manila envelope)

3. (1) 2x2 photograph

a. (You may have this taken the day you are mailing off your documentation, but an appointment with the United States Postal Office is required. Click [here](#) to make an appointment and choose **Photo Service Only** under Service Type. See Step 5 for more information. This photograph will go inside the yellow manila envelope).

4. Money Order 1

a. (This may be purchased at the United States Postal service facility the day you mail your documentation off. This money order will go inside the yellow manila envelope)

5. (\$15) in cash or on your debit card

a. (You will need this **only** if you are getting your 2x2 photograph taken at the United States Post Office facility. You must make an appointment in advance. You will pay this to USPS directly)

6. Your most recent passport card

a. (You need this document **only** if you are renewing your passport card. This will go in the yellow manila envelope)

7. Name change document

a. (You need this document **only** if your name is different from your previous passport. This will go inside the yellow manila envelope)

Processing Times:

Routine: 8 to 11 weeks*

Expedited: Takes 5 to 7 weeks.*

*Processing times begin the day your application is received at a passport agency or center, not the day you mail your application or apply.

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Step 7: Put all of your documents into the yellow manila envelope, close the seal, and pay for postage at the USPS facility. Send your documents to the following location based off where you live:

Routine Service (If you live in California, Florida, Illinois, Minnesota, New York, or Texas):

National Passport Processing Center
Post Office Box 640155
Irving, TX 75064-0155

Routine Service (If you live in any other state or Canada):

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

Expedited Service (Additional fee applies. For any state or Canada):

Write "EXPEDITE" on the outside of the mailing envelope.

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

Note: If you are sending your documents to the expedited service center location you must have added \$60 to your money order total. Otherwise your passport renewal application may be returned to you or your application may be delayed.

The final step is to wait for your new passport to be mailed to you.

Note: You may receive your passport and the supporting documents submitted with your application in separate mailings.

Note: If you are renewing a passport card, it will be sent via First Class Mail. 1-2 day delivery services is not used for passport card only applications.