

# PASSPORT RENEWAL CHECKLIST

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## DS-82 Form, Application for Renewal

Complete the multi-page online application and at the end, click "Create Form". The newly created application will have two barcodes, one on the top left and another on the bottom right. Both barcodes must be present. Print one (1) copy. Please be sure to sign this form.

## Travel Itinerary

Print one (1) copy of your travel itinerary from an airline or travel agency. Ensure that the travel date on your itinerary matches the date on your application. If you have questions regarding this step, please call your case manager.

## Two Identical Passport Photos

Include two (2) identical professionally taken passport photos (Ex. FedEx Kinko's, Post Office, Walgreens, CVS) – these must meet government requirements and be 2x2 inches in size on a white background. Head coverings are acceptable for religious purposes with proper documentation. Prescription eye-glasses are acceptable as well.

## Authorization Letter

Print one (1) copy of the authorization letter. This allows us to act as an agent on your behalf.

## Old Passport Book

Include your expired or soon to be expired passport. Passports must be in good condition. It will not be accepted if damaged or mutilated. Please be sure this passport was issued within the last 15 years. If it was not, please contact your case manager.

## Government Fee

A check or money order made payable to the "US Department of State" in the amount of \$170. **If you are applying for a passport card as well, the fee will be a total of \$200.** Temporary or business checks will not be accepted. Note: make sure you spell out the check amount in the proper format (One Hundred Seventy and 00/100).

## Tracking Number

Call 1-866-737-1344 with your tracking number to confirm your reservation. Packages without confirmation will not be accepted. **DO NOT SHIP YOUR PACKAGE TO THE ADDRESS LISTED ON THE GOVERNMENT FORM.** This address is not for our expedited service and if you use this address, your passport will not be expedited but will be processed through normal government means.

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**Send Package To:**

**US Passport Online, LLC  
3309 Northlake Blvd Suite #102  
Palm Beach Gardens, FL 33403**