

How do I renew a passport?

Passport renewers must complete the **DS-82** passport form. It is **required** you mail this application in, USPS only.

In addition to the completed DS-82 form, you will submit...

- Your most recent **U.S. passport**
- One recent **2x2 color photograph**
- \$110 passport book **fee** (check or money order ONLY, payable to "U.S. Department of State")

Where do I mail my renewal?

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

What else do I have to know?

- You do not pay an execution fee when renewing your passport.
- Passport cards are not valid for international air travel, so you do not need one to participate in Global Glimpse.
- If you are 16 years old+ you are considered an adult by passport services, and all information in this brochure pertains to you. **If you are younger than 16, please speak with your GG leader.**



GLOBAL GLIMPSE

Open the eyes of tomorrow's leaders

For additional passport information,
visit www.passports.state.gov or call
1-877-487-2778

**Passport
FAQs**



How do I apply for a passport?

First time applicants must complete the **DS-11** passport application form. It is **required** this form be completed *in person* at a local post office or government agency.

In addition to the completed DS-11 form, you will submit...

- Proof of U.S. Citizenship**
ORIGINAL + PHOTOCOPY
(certified U.S. birth certificate, certificate of naturalization, certificate of citizenship)
- Proof of Identity**
ORIGINAL + PHOTOCOPY
(Drivers License, State ID card)
- One recent **2x2 color photograph** (can obtain at your local Costco, CVS, Rite Aid etc.)
- \$110 application fee, \$25 execution fee** to be paid separately (fees subject to change, please check online beforehand)

Where can I go to apply?

Depending on when you need your passport by, you will go to either a *passport agency* or a *passport acceptance facility*.

Go to a **passport agency** if you need your passport in less than 3 weeks (expedited).

Regional passport agencies in:
San Francisco, CA
Los Angeles, CA
New York, NY
Chicago, IL

Note: You MUST make an appointment with passport agencies, no walk-ins.



Go to a **passport acceptance facility** if you need your passport in less than 6-8 weeks (expedited) or more than 6-8 weeks (routine).

Visit <https://iafdb.travel.state.gov> to find a local acceptance facility.

Note: Some acceptance facilities require an appointment, while others do not. Call your facility beforehand to find out.

Processing time...

Routine: 6-8 weeks

Expedited: 2-3 weeks

Expedited at agency: 8 business days*

Note: Expediting your passport comes with additional fees, please plan ahead!

What fees do I have to pay?

Product	Form	Application Fee	Execution Fee
Passport Book	DS-11	\$110	\$25
Passport Card	DS-11	\$30	\$25
Passport Book & Card	DS-11	\$140	\$25

*taken directly from <https://travel.state.gov>

1. **Application Fee**--paid directly to the U.S. Department of State

2. **Execution fee**--paid directly to the acceptance facility

If applying at a **passport agency**, all fees can be paid using a credit card, check or money order (payable to "U.S. Department of State"), cash (exact change) or pre-paid credit card.

If applying at a **passport acceptance facility**...

- Application fee must be paid by check or money order, payable to "U.S. Department of State" (credit cards NOT accepted)
- Execution fee must be paid separately, money order accepted at ALL facilities.