

Adult Passport Book and Card Renewals

Many adult passport books and cards are renewed by a mail-in procedure using form DS-82. As long as you can answer YES to all five of the following questions, you must submit your renewal by mail. If you have immediate travel plans (less than two weeks) you may take this form to renew at the Seattle Passport Agency.

1. Can you submit your most recent passport book or card?
2. Was your previous passport book or card issued on or after your 16th birthday?
3. Was your previous passport book or card issued within the past 15 years?
4. Your most recent passport or passport card has not been lost, stolen, mutilated or damaged.
5. You use the same name or you have had a name change, and can you submit a certified copy of the document from the entity that authorized your change of name? (Often a Marriage Certificate or Court Order)

If you answered "Yes" to ALL these questions, you must mail your completed DS-82 form, one passport photo, your most recent passport, and a personal check, business check, money order, or cashier/bank check for \$110.00 made out to the US Department of State. Please be sure to sign and date the form before mailing. It is recommended that the application be mailed via a traceable type of mail, such as Priority Mail through the US Postal Service. As a courtesy, the clerk's office will review your application for completeness before you mail it.

If you **can't** answer "yes" to all five of the above questions, you will need to complete the DS-11 form and apply in-person as a first-time applicant. You will be asked to submit your most recent previous passport if you have it, your certified birth certificate or proof of US citizenship. Feel free to contact our office or the US Department of State with any questions.

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