***Passport Renewals***

The U.S Department of State requires that all adult passport renewals are completed and mailed by the applicant. Listed below are instructions to aid you in completing your renewal.

Step 1 - Complete, sign and dated the DS-82 Passport Renewal Application

Step 2 – Attach your photo.

Step 3 – Attach your expired passport.

Step 4 – Include a check in the amount of ***$130 payable to the U.S. Department of*** ***State***.

 Date of birth must be written next to your name on the check.

Step 5 – Record the date of mailing on the cover sheet and retain for your records.

For routine processing service (7 to 10 weeks):

**Mail to:**

**National Passport Processing Center**

**P.O. Box 640155**

**Irving, TX 75064-0155**

***For your protection, mail your application with tracking at a U.S. Postal Office. Do not place the application packet directly in a mailbox.***