

## **How to Renew a U.S. Passport with DS-82 Form**

(as of 2024, March)

**Note:** This document does not cover all cases or scenarios (for which there are many). Consult the Department of State's travel website: [I need a U.S. Passport or I have a U.S. Passport](#) (visit: [travel.state.gov](http://travel.state.gov)) or call the National Passport Info Center: (M-F 8am – 8pm; Sat & Sun 10am – 3pm; 1-877-487-2778).

Applying for a passport renewal is quicker and easier than getting a new passport. The Department of State allows you to renew by mail (self-renew), therefore saving the \$35 facility fee and the applicant is not required to appear in person. A few questions to determine if you can self-renew with the DS-82 renewal form. Regarding your most recent passport:

- Was your most recent passport issued less than 15 years ago (or expired less than 5 years)?
- Were you 16 years or older when the most recent passport was issued? Meaning it is an adult passport that is valid for 10 years.
- Was it issued in your current name? Or can you submit the legal document(s) proving your name change. Acceptable documents to prove a legal name change include a marriage certificate, divorce decree, adoption certificate or court order. The document you submit must be an original or a certified copy. It will be returned to you.
- You can submit your most recent passport
- Your current passport is not damaged.

If you can answer YES to those questions, then in most cases you are eligible to apply for a passport renewal by mail. For a more detailed list of criteria to renew, please refer to the Department of State's travel website: [Renew my Passport](#).

If you answered NO to any of the above questions you cannot self-renew. You will need an appointment with an acceptance agent for the DS-11 application to obtain a new passport. NOTE: if your passport was issued as a minor (only valid for 5 years) or is more than 5 years expired the DS-11 application is the correct form and an appointment is required with an acceptance agent (you cannot self-renew or use the DS-82 form).

**DS-82 renewal form tips:** note: these steps are explained in greater detail by visiting the Department of State's travel website [Renew my Passport](#).

The DS-82 application form is online thru the Department of States travel website: [Renew my Passport](#). Also, the Passport Office located on the 1<sup>st</sup> Floor of the Town of Franklin Municipal Building.

Follow instructions carefully and pay attention to detail in order to avoid delays in processing.

Complete Form DS-82 (2022 version) in **BLACK INK**. While it is not possible to renew a passport online, you can complete the renewal application form online and print it (single sided) for mailing.

Passport photo taken within the last 6 months. The Town of Franklin offers this service by appointment for a \$10 fee.

Include one (1) check - payable to "U.S. DEPARTMENT OF STATE." The full date of birth (mm/dd/yyyy) of the applicant(s) must be written on the front of the check (memo line). Consult the Department of States travel website for [Passport Fees](#). Effective 1/22/2023:

- Adult (16 and older): Passport Book; Fee: \$130.00
- Adult (16 and older): Passport Card; Fee: \$30.00

OPTIONAL ADDITIONAL FEES:

- EXPEDITED SERVICE; Additional Fee: \$60.00
- 1-2 DAY RETURN DELIVERY VIA EXPRESS MAIL (PASSPORT BOOK ONLY); Additional Fee: \$19.53  
(Once processed, the new passport book will be returned via Express mail with tracking and 1-2 day delivery).

Include legal name change document, if applicable. Consult the Department of State's travel website for [Processing Times](#)

Sign and date the DS-82 passport renewal form.

Staple the passport photo to the application as directed on the application. Staple pages 1 and 2 of the application and if applicable name change document(s). Paperclip the current previously-issued passport (this will be returned) and payment for fees to the application.

Place signed DS-82 form, in an envelope that does not require the application to be folded.

It is recommended to use trackable mailing service. The mailing address can be found instruction page 3. Note addresses are different based on your location and processing time selection.

For more information about your application status, online tools, current fees, and processing times, visit [travel.state.gov](http://travel.state.gov)