



U.S. PASSPORT BOOK AND CARD APPLICATION REQUIREMENTS

Acceptance Hours

Monday – Friday 9:00am to 3:00pm

Saturday 9:00am-1:00pm

***16+* YEARS OF AGE RENEWAL**

U.S. PASSPORT BOOK AND CARD REQUIREMENTS

A *passport book* is valid for international travel by **air**, land, or sea.

A *passport card* is valid for travel to and from Canada, Mexico, Bermuda, or the Caribbean by **land or sea only**.

To be able to renew your passport you must meet the following requirements:

- Be able to submit your most recent passport book and/or card
- Have been at least 16 years of age when you were issued your most recent passport book and/or card
- **Your passport book or card must have been issued within the last 15 years (must not be expired by more than 5 years)**
- Your passport book or card has not been lost, stolen, damaged, or mutilated
- You are using the same name on your most recent passport book or card

OR

- You have had your name changed by marriage or court order and can submit proper documentation to reflect that change

You must submit the following:

- Completed renewal application filled out in black ink only, no white out, Social Security Number required
- One passport photo
- Most recent, undamaged passport book and/or card (if you are submitting a current passport book or card and do not want it cancelled, please submit a short note stating “do not cancel”)
- If your name has changed, a certified copy of a court order or marriage certificate**
- One check or money order to the U.S. Department of State; separate check per applicant

You will mail the documents to the address listed on the renewal application.

We **recommend** using a traceable mailing service.

Routine Service is 4-6 weeks, Expedited Service is 3 weeks.

| RENEWAL FEES | Dept of State (4-6 weeks) | Expedite Fee (3 weeks) | Expedited Return Mail Optional |
|---------------------|------------------------------|---------------------------|--------------------------------------|
| Passport Book | \$110.00 | \$170.00 | 190.66 |
| Passport Card | \$30.00 | \$90.00 | N/A |

If you have international travel dates scheduled within 14 days: you must make an appointment with Passport Services in Seattle to apply in person (1-877-487-2778 travel.state.gov).

**Certified copies of documentation and old passports must be temporarily surrendered at time of application; Passport Services will return these documents to the mailing address you provided after your application is processed.