



Checklist for a U.S. Passport

RENEW AN ADULT PASSPORT BY MAIL/COURIER

CHANGE NAME ON AN ADULT PASSPORT ISSUED MORE THAN A YEAR AGO

REPLACE AN ADULT LIMITED PASSPORT ISSUED MORE THAN A YEAR AGO

You may renew your passport by mail and/or change the name on your passport if all the following are true:

Your Most Recent U.S. Passport:

- Is undamaged and can be submitted with your application
 - Was issued when you were age 16 or older
 - Was issued within the last 15 years
 - Was issued in your current name or you can document your legal name change
 - Contains no special endorsement that requires Department of State approval to renew
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If all the above statements are true, please follow these instructions:

1. Gather these documents:

- Your most recent passport (must be undamaged).
- Your photos. *You will need two identical passport photograph, 2in x 2in (5cm x 5cm) set against a white background.* Please refer to the website (<http://manila.usembassy.gov/>) for photo specifications.
- Completed and signed **Form DS-82**. Make sure to provide a valid **e-mail address** and local contact number on the application form. Please provide your Social Security number to avoid processing delays.
- Original proof of the name change (if using a name different from the one on your previous passport) such as the certified copy of the marriage certificate evidencing the legal name change (if married in the Philippines, it must be issued by the National Statistics Office) or original court order documenting the name change.

2. Send your documents. There is no need to book an appointment for this type of application. If you mail your documents, use this address: Citizenship and Passport Unit, American Citizens Services, Consular Section, U.S. Embassy, 1201 Roxas Boulevard, 1000 Manila. You may call **(02) 879-4747** to have Air21 courier pick-up the documents and deliver them to the Embassy. If you send it via Air21 courier, the one-time courier fee covers the two way service: pick-up of documents and delivery of the completed passport. If you have urgent travel in less than two weeks, please visit our website and read about "Emergency Passports".

3. Pay your fee. Once your documents are received, the Embassy will notify you by email with the instructions for coming to the Embassy to pay the non-refundable application fee of **\$110**. The cashier at the Embassy accepts cash (either dollars or pesos) and credit cards (Visa, MasterCard, American Express, Discover, or Diners Club). Alternatively, you may send a representative to pay the application fee on your behalf. You may also pay at our American Consular Agency in Cebu (located on the ground floor of The Waterfront Hotel, Lahug, Cebu) between 9 and 11 a.m., Monday to Friday. When making the payment, please bring the email notification sent to you by the Embassy.

4. Wait for your passport. Once payment has been made and your application has been approved, the new passport will be processed and delivered to you within 2-3 weeks. Your old passport will be cancelled and returned to you along with any original documents submitted. **Note:** Please expect a much longer turn-around time if the application was initially submitted or the payment was made at the American Consular Agency in Cebu.

Rev – 8/15/2014