

RENEWAL APPLICATION (DS-82) FOR U.S. PASSPORT BY MAIL

(Revised: July 10, 2019)

Any applicant to renew his/her passport by mail must meet the following three conditions:

- ① You must have been issued a U.S. Passport and/or Card in your name within the past 15 years; and
- ② You must have been age **16 or older when your most recent passport/card was issued**; and
- ③ You must submit your most recent passport/card with this application.

The turn-round time will be approximately 4~6 weeks.

FEE PASSPORT (Regular BLUE and 10 years validity) APPLICANT requires:

- ① **DS-82**; Application form. The sample is attached with this information sheet.
You **MUST** generate this form on line, so that a **2D BARCODE** is created.
The web site is: <https://pptform.state.gov/PassportWizardMain.aspx>
“Mailing address” of DS-82 is your FPO AP address, not address in the U.S.
- ② **One (1) color passport photograph (2x2 inch)**; must be clear, front view, full face, in civilian attire **WITHOUT EYE GLASSES**, with a plain light **WHITE background**, **& taken within last 6 months.**
- ③ **\$110.00 MONEY ORDER (Postal money order of MCAS Post Office or International money order from Community Bank on base)**: payable to U.S. Department of State
- ④ **Your most recent original passport book** (blue or brown cover) and/or card (expired/expiring/valid)

Sending to National Passport Processing (NPP) in Philadelphia, PA:

We will mail out your passport application to NPP in Philadelphia PA. We will receive your U.S. Passport book/card in approximately 4~6 weeks. Once we receive it from NPP, then we will distribute it by Military Postal Service (MPS) to your PO Box at the MCAS Iwakuni Post Office.

In a case of emergency: Please let us know of your emergency situation.

Useful web site for your more inquiries: <http://travel.state.gov/content/passports/english.html/>

For any further questions, please call the Legal Assistance Office at 253-5591 / 5592 / 5594.

=====NOTES FOR ALL APPLICANTS=====

Fee: Form of Payment must be by a postal or international money order payable to **U.S. Department of State**; Money order from Post Office or Community Bank is all accepted.

Any personal check or bank check is **not** acceptable. **No cash. No NFCU cashier's check.**

Fee passport applicant: Photo can be taken at a shop/booth **at Crossroads or off-base:**

Please see the dimension of the photo size on your DS-82 application form.

Your passport status can be checked at: <https://passportstatus.state.gov/Search>

The flow chart below shows how our office assists your regular passport application by mail.

