

HARRISON COUNTY CLERK OF COURTS

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INSTRUCTIONS ON PASSPORT RENEWAL APPLICATION (DS-82)

****You can now complete your passport Renewal DS-82 online at travel.state.gov/renewonline****

1. Complete and print in **black ink ONLY**.
2. If you **answer NO** to any of the questions on the front of Renewal Application then **STOP** you cannot use this form.
3. You process and mail this passport application yourself. See application for where to mail to.
4. You will need: Your most recent U.S. passport book and/or card; a certified copy of your marriage certificate of court order if your name has changed; Fees and a Recent color photograph. (See 2nd page of Renewal Application.)
5. Fill out completely #1 through #20 and also mark at the top of the application what type of passport you would like (i.e., Book along with Standard or Non-Standard, Card or both)
6. Make sure to sign your application where it says "Applicant's Legal Signature" and Date on page #1.
7. Routine passports take 4 to 6 weeks for processing and Expedited* passports take 2 to 3 weeks for processing. *For 2-3 week expedite service: 2-way overnight mail is highly recommended and you must put the overnight fee in the same check or money order as the fee for your passport.

(*REMEMBER YOU CAN ONLY FLY WITH THE PASSPORT BOOK***)**

8. ADULTS:	COSTS
PASSPORT BOOK FEES (age 16 and over, valid for 10 years)	\$130.00
PASSPORT CARD FEES REAL ID COMPLIANT (age 16 and over, valid for 10 years) You may use for Identification for Domestic Air Travel	\$30.00
PASSPORT BOOK & CARD (age 16 and over, each valid for 10 years)	\$160.00
*EXPEDITE FEE (3 to 5 weeks)	\$60.00
* If you select Expedited Service, we recommend you send your application using USPS Priority Mail <u>EXPRESS</u> . You pay this at the POST Office.	\$32.00

*1-2 DAY DELIVERY SERVICE/PASSPORT BOOKS ONLY/Card cannot be delivered
Back by 1-2 delivery \$21.36

****BOTH OF THE FEES ABOVE ARE TO BE INCLUDED IN ONE CHECK ALONG
WITH THE PASSPORT FEE. (i.e., \$130.00, \$60.00 & \$21.36 total \$211.36) ****

**Passport cards can be expedited to the passport agency, but can only be delivered BACK to
you the customer via First Class Mail.**

Make one Check or Money Order payable to the DEPARTMENT OF STATE.