



## PASSPORT APPOINTMENT CHECKLIST

- Completed application in black ink, or fill out online (recommended) & print off the website: [travel.state.gov](http://travel.state.gov)
- [passport photo](#) - done at Walgreens, CVS, DMV, Rite Aid, etc
- [original birth certificate with raised seal + 1 photo copy](#), have to send in original & will get it sent back in separate mailing
- [photo id + 1 copy of identification](#)
- Check or money order for U.S.. Dept. of State - cash, check, credit for Library execution fee

# CAN YOU RENEW YOUR U.S. PASSPORT BY MAIL?

You can renew by mail if you answer 'yes' to ALL 5 statements below about your passport.

**1.**

You have your passport in your possession to submit with your application.

**2.**

It's undamaged other than normal wear and tear.

**3.**

Was issued when you were age 16 or older.

16+

**4.**

Was issued within the last 15 years.

**5.**

Was issued in your current name or you can document your name change.

If you answered 'NO' to any statement, you must apply in person.

2023-15 = 2008

- Children under 16 years old: **both parents or legal guardians and the child must appear in person.** Both parents must present valid identification.
- Applicants who have changed their name must provide an official copy of the marriage license or a court order.

### Cost breakdown

	Book	Card	Expedite Fee	1-2 Day Delivery (book)	Total Dept. of State Expedite all book only	LPL execution fee	LPL shipping expedite	Total LPL expedite
<b>Adult</b>	\$130	\$30	\$60	\$19.53	\$209.53	\$35	\$28.75	\$63.75
<b>Minor</b>	\$100	\$15	\$60	\$19.53	\$179.53	\$35	\$28.75	\$63.75