



U.S. Passport Renewal

Required Documents List:

1-Your current passport:

The passport must have been issued no more than 15 years ago, and you must have been 16 years of age or older at the time your passport was issued. If you have a valid or expired Second Valid Passport, you must also include this passport.

2-Passport Renewal Form DS-82, (Application for Passport by Mail)

This must be completed online at <https://pptform.state.gov/PassportWizardMain.aspx> (**Apply for a Passport Book**). The application must be completed, printed out, signed and included in your package to eVisa Center. An original signature, preferably in blue ink, is required; no faxes, scans or copies will be accepted. [Click her](#) to print instructions on how to complete your online application..

If completing Form DS-82 by hand, do so legibly and in black ink. Make sure that all of the entered information is complete and correct. Illegible applications may delay application processing times. Give close attention to the above steps.

3-Two Passport Photos:

Two identical passport-size (2"x2") color photographs, taken within the last six months: The photos must be identical and printed on high-quality photo paper, and must have a white or off-white background. The photos must measure 2"x2" and meet the head size criteria specified at http://travel.state.gov/passport/guide/faq/faq_881.html.

No uniforms, sunglasses or hats are allowed, except for headgear worn daily for religious reasons. A signed letter from the applicant must be included explaining that the item is worn daily for religious reasons.

4-Letter of Authorization:

Letter of Authorization, completed and signed. The Letter of Authorization allows eVisa Center to represent you to all agencies involved in issuing your passport. The signature on the Letter of Authorization must be original, no faxes, scans or copies will be accepted. Please print two copies.

5-Proof of Departure:

Submit a copy of your flight itinerary, airline tickets, or a letter from your company (on company letterhead) stating that a passport is required for business travel. This letter must be signed by a representative of the company other than the applicant and must specify the applicant's departure date(s) and destination(s). Proof of departure is required to process the request in 7 business days or less. It is preferred, but not required, to process the passport in 10 business days.

6-Proof of name change, if applicable:

If your name has legally changed since your last passport was issued, provide the state-issued Original Document or Certified Copy showing the name change (i.e. Marriage Certificate, Divorce Decree, or Court Order). You must also submit a photocopy of your Driver's License issued in your new name.

7-Service Order Form:

[Download service order form](#) to completely fill-out, print out, and sign the Service Order Form.

Ship Documents to eVisa Center:

Please ship your documents via FedEx Priority Overnight or any other next day service.

All packages received after 8:30 AM will be processed next day.

To have your package processed same day you must ship it via FedEx First Overnight.

Your package should include items 1-7.

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