

## List of Required Materials for a U.S. Passport Applying by Mail (Updated by GEO 1/22/24)

### 1) Complete Passport Application (Form DS-82)

*Use one of 2 options below:*

- Complete using the online [Form Filler](#). Do not sign this form until you are instructed to do so in-person.
- Print [PDF Form](#) (single-sided) and complete using black ink. Do not sign this form until you are instructed to do so in-person.

### 2) Most Recent Passport (Actual Passport)

*Your U.S. passport book and/or card must meet all of the requirements listed on the [U.S. Department of State website](#).*

- Your old passport book and/or card will be returned after the renewal is processed; it will come in a separate mailing up to 8 weeks after your completed passport arrives.
- Once you receive your new passport, your old passport is not valid for international travel. However, if your old passport is linked to a valid visa, you can still use the valid visa. You **MUST** travel with both your new and old passport in this case.

### 3) Name Change Documents (Only if Applicable)

*If the name you are currently using is different from the name on your most recent U.S. passport, you must provide a **certified copy** of the legal name change document. (Examples include marriage certificate, divorce decree, or court-ordered name change).*

- Your name change document will be returned to you in a separate mailing from your new passport.

### 4) One Passport Photo

*Pictures must meet specific [photo requirements](#)*

- Must be color photo, 2” x 2” in size. Photo should be taken within the last 6 months from a front view, with a plain and light background.
- You can purchase passport photos near Swarthmore at: CVS, Walgreens, or UPS Store - call ahead to confirm). Some passport acceptance facilities provide photo services for an additional fee.
- Alternately, you can take your own photos (carefully read requirements in link above)
- (If applying by mail; and not at an on-campus event) Staple the photo to the application. Please use 4 staples vertically in the corners as close to the outer edges as possible. See example of attached photo provided on the [State Department website](#). Do not bend the photo.

### **5) Passport Application Fee**

*The application fee for a passport renewal (\$130 in 2024) will not include not a separate execution/acceptance fee .*

- Send a **check** (personal, certified, cashier's, traveler's) or **money order** payable to "U.S. Department of State." Print the full name and date of birth of the applicant on the front of the check or money order. (See example on State Department website). Do not cancel your check or money order after you have applied as you may have to pay additional fees.
- You cannot pay online or via credit card for passport services at this time.