

WASHINGTON COUNTY CLERK'S OFFICE
432 E. Washington Street, Room 2027
West Bend, WI 53095
262-335-4301

Checklist: Passport Application for Adult Renewals Using DS-82 Form

Please review the five questions on front of application to confirm that you qualify.

This process requires you to mail your application yourself.

- Completed DS-82 form** (on travel.state.gov or in County Clerk's office). Use **black ink** and *do not use white out*. Send two completed application pages. Phone number and website on the application cover page can be used to track application status or obtain additional information if needed.
- Recent Passport Photo** (Available in County Clerk's office for \$11, check or cash). Please avoid white or light colored clothing.
- Expired Passport** - Expired passport will be returned under separate cover from new passport.
- Check to U.S. Department of State** - If renewing multiple passports, attach one check to each application.
- Additional Documentation, if relevant** (ex: Marriage License to prove name change – see instructions on DS-82 form for details).
- Large Envelope** (Mail to Routine Service address on application for standard 4-6 week processing, or Expedited Service address on application for 2-3 week processing). Multiple renewal applications can be mailed in one envelope.
- See Attached Application Sample** for application and assembly instructions, and current fees.

U.S. PASSPORT RENEWAL APPLICATION FOR ELIGIBLE INDIVIDUALS

OMB CONTROL NO. 1405-0020
OMB EXPIRATION DATE: 09-30-2019
ESTIMATED BURDEN: 40 MIN

Please Print Legibly Using Black Ink Only

Attention: Read WARNING on page 1 of instructions

Please select the document(s) for which you are applying:

- U.S. Passport Book U.S. Passport Card Both
- Regular Book (Standard) Large Book (Non-Standard)

Passport card is not valid for international air travel. For more information see page 1 of instructions.

The large book option is for those who frequently travel abroad during the passport validity period, and is recommended for applicants who have previously required the addition of visa pages.

1. Name Last _____

First _____ Middle _____

2. Date of Birth (mm/dd/yyyy) _____ 3. Sex M F _____

4. Place of Birth (City & State if in the U.S., or City & Country as it is presently known.) _____

5. Social Security Number _____ 6. Email (Info alerts offered at travel.state.gov) _____ @ _____

7. Primary Contact Phone Number _____

D O DP DOTS Code _____

End. # _____ Exp. _____

Black Ink
No
White
Out

8. Mailing Address: Line 1: Street/RFD#, P.O. Box, or URB. _____

City _____ State _____ Zip Code _____ Country, if outside the United States _____

9. List all other names you have used (Name, Maiden, Previous Marriage, Legal Name Change. Attach additional pages if needed)

A. _____ B. _____

4
staples

Passport Book and/or Passport Card Information

Your name as printed on your most recent U.S. passport book and/or passport card _____

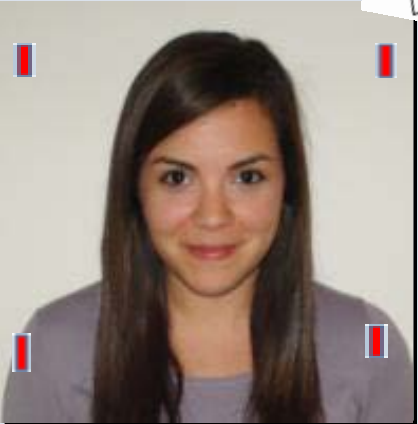
Most recent passport book number _____ Issue date (mm/dd/yyyy) _____

Most recent passport card number _____ Issue date (mm/dd/yyyy) _____

11. Name Change Information Complete if name is different than last U.S. passport book or passport card

- Changed by Marriage Place of Name Change (City/State) _____ Date (mm/dd/yyyy) _____
- Changed by Court Order _____

Please submit a certified copy. (Photocopies are not accepted!)



CONTINUE TO PAGE 2

YOU MUST SIGN AND DATE THE APPLICATION IN THE DESIGNATED AREA BELOW

I declare under penalty of perjury all of the following: 1) I am a citizen or non-citizen national of the United States and have not, since acquiring U.S. citizenship or nationality, performed any of the acts listed under "Acts or Conditions" on page four of the instructions of this application (unless explanatory statement is attached); 2) the statements made on the application are true and correct; 3) I have not knowingly and willfully made false statements or included false documents in support of this application; 4) the photograph submitted with this application is a genuine, current photograph of me; and 5) I have read the instructions to the application form.

x _____ Applicant's Legal Signature _____ Date _____

SEND TO THE CONSUL/POST OFFICE ONLY PPT BK C/R PPT BK S/R

DATE 2/17/17

PAY TO THE ORDER OF US. Department of State \$ _____ DOLLARS

M & M BANK
1306 University Drive
Brandy, FL 33555
MEMO Date of Birth _____ Signature _____
⑆ 323956789 ⑆ ⑆ 3239567 ⑆ 0002005

Fees
\$110 routine 4-6 wks
\$170 expedited 2-3 wks

1 staple



* DS 82 C 08 2013 1 *

Name of Applicant (Last, First & Middle) _____ **Date of Birth (mm/dd/yyyy)** _____

12. **Height** _____ 13. **Hair Color** _____ 14. **Eye Color** _____ 15. **Occupation** _____ 16. **Employer or School (if applicable)** _____

17. **Additional Contact Phone Numbers**

Home Cell _____
 Work _____

18. **Permanent Address:** *If P.O. Box is listed under Mailing Address or if residence is different from Mailing Address.*

Street/RFD # or URB (**No P.O. Box**) _____ Apartment/Unit _____

City _____ State _____ Zip Code _____

19. **Emergency Contact - Provide the information of a person not traveling with you to be contacted in the event of an emergency.**

Name _____ Address: Street/RFD # or P.O. Box _____ Apartment/Unit _____

City _____ State _____ Zip Code _____ Phone Number _____ Relationship _____

20. **Travel Plans**

Departure Date (mm/dd/yyyy) _____ Return Date (mm/dd/yyyy) _____ Countries to be visited _____

STOP! YOU HAVE COMPLETED THIS SECTION. BE SURE TO SIGN AND DATE YOUR APPLICATION.

WHERE DO I MAIL THIS APPLICATION?

FOR ROUTINE SERVICE:
 National Passport Processing Center
 Post Office Box 90155
 Philadelphia, PA 19190-0155

Because of the sensitivity of the enclosed documents, Passport Services recommends that you use a secure mailing service.

NOTE REGARDING MAILING ADDRESSES: Passport Services does not send a document to the address listed in the "Mailing Address", then you must put the name of the person to whom you want the document sent. If you are applying for a new passport, please contact the National Passport Information Center (NPIC) for more information.

NOTE: You may receive your newly issued document and your returned citizenship application and/or card, you may receive **three separate mailings:** one with your returned citizenship application, one with your newly printed passport card, and one with your newly issued passport.

If you choose to provide your email address in Item #6 on this application, Passport Services will email you if there is a problem with your application or if you need to provide additional information to us.

