



## Checklist for a U.S. Passport

### RENEW AN ADULT PASSPORT BY MAIL/COURIER CHANGE NAME ON AN ADULT PASSPORT ISSUED MORE THAN A YEAR AGO REPLACE AN ADULT EMERGENCY PASSPORT ISSUED MORE THAN A YEAR AGO

You may renew your passport by mail and/or change the name on your passport if all the following are true:

Your most recent U.S. Passport:

- Is undamaged and can be submitted with your application
- Was issued when you were age 16 or older
- Was issued within the last 15 years
- Was issued in your current name or you can document your legal name change
- Contains no special endorsement that requires Department of State approval to renew

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**If all the above statements are true, please follow these instructions:**

1. Gather these documents:

- Your most recent passport (must be undamaged) and a photocopy of the passport personal data page.
- Your photos. *You will need two identical passport photographs, 2in x 2in (5cm x 5cm) set against a white background.* **NOTE:** Wearing of eye glasses on a passport photo is not allowed. For specific photo instructions, please refer to the website: <https://travel.state.gov/content/passports/en/passports/photos/photo-examples.html>.
- Completed and signed **Form DS-82**. The form must be completed electronically and printed. A form completed by hand may be accepted on a case-by-case basis. **NOTE:** Social Security number (SSN) is required for all passport applications. You must provide your SSN on the application form if you have been issued one, in accordance with 22 U.S.C. 2714a and 22 C.F.R 51.60(f). If you do not have a Social Security number, you must submit a signed statement including the phrase, *"I declare under penalty of perjury under the laws of the United States of America that the following is true and correct: I have never been issued a Social Security Number by the Social Security Administration."* This declaration or statement of "NO SSN" does not need to be notarized, but must be signed and dated and attached to the passport application.

Make sure to provide a valid **e-mail address** and local contact number on the application form.

- Original proof of material name change (if using a name different from the one on your previous passport) such as the certified copy of the marriage certificate showing a legal name change (if married in the Philippines, it must be issued by the National Statistics Office or Philippine Statistics Authority), divorce decree, or original court order documenting the

name change. **NOTE:** If your name was legally changed more than a year ago and you signed the application form using your new signature, please provide your ORIGINAL photo I.D. that bears this new signature. If you have not updated your I.D. and you signed differently on the application form, your application may be suspended for 90 days until you provide an ORIGINAL acceptable ID under your new name and signature such as a U.S. or Philippine digitized government-issued I.D.

- If choosing mail-in payment option (demand draft payment), enclose the US-dollar demand draft issued by the Bank of the Philippine Islands (BPI), Banco De Oro (BDO) or Security Bank (SBC) made out to "**U.S. Embassy Manila**" for \$110.
- If enclosing demand draft payment, enclose two (2) separate PHOTOCOPIES of the demand draft
- Do NOT enclose CASH payment!

2. Decide on your method of payment: The non-refundable application fee for an adult passport book renewal is **\$110**. You may pay your fee by one of two methods.

- Mail-In Payment: With your application, you may include a US-dollar demand draft made out to "**U.S. Embassy Manila**" for \$110 and issued by either of the following banks: Bank of Philippine Islands (BPI), Banco De Oro (BDO), or Security Bank (SBC). Except for these three banks mentioned (BPI, BDO and SBC), we do not accept demand drafts from any other bank or any other financial instruments at this time. Including any other form of payment with your application may result in significant delays in processing your application. **NOTE:** If electing this option, the bank draft must still be cleared for 15 working days after remittance of the check to the Embassy cashier before the passport can be released. Please make two (2) separate photocopies of the demand draft and enclose these with the check and application form. If applying for an emergency passport, it is advisable to select the second option below (personal payment in cash). **DO NOT INCLUDE CASH WITH YOUR MAIL-IN APPLICATION.**
- Personal Payment: Once your documents are received, the Embassy will notify you by email with the instructions to pay the non-refundable application fee of **\$110**. The cashier at the Embassy accepts cash (either dollars or pesos) and credit cards (Visa, MasterCard, American Express, Discover, or Diners Club). Alternatively, you may send a representative to pay the application fee on your behalf. You may also pay at our Consular Agency in Cebu (located on the ground floor of The Waterfront Hotel, Lahug, Cebu) between 8 and 10:30 a.m., Mondays, Tuesdays, Thursdays, and Fridays (**No Wednesdays**). When making the payment, please bring the email notification sent to you by the Embassy.

**NOTE: DO NOT INCLUDE CASH WITH YOUR MAIL-IN APPLICATION.**

3. Send your documents to the Embassy. There is no need to book an appointment for this type of application. Adult passport renewals are accepted by mail or courier service only—we do not accept adult passport renewals on a walk-basis, except for emergency situations, as described on our web site, on the "[Emergency Passports](#)" page.

Please send all documents to the Embassy by one of the methods described below. Address all shipments to: Citizenship and Passport Unit, American Citizens Services, Consular Section, U.S. Embassy, 1201 Roxas Boulevard, 1000 Manila.

- Embassy Courier service: Air21 provides a contracted pick-up and delivery service for adult passport renewals. If you send your application via Air21 courier, the one-time courier fee covers the two way service: pick-up of documents and delivery of the completed passport. You may call **(02) 879-4747** to have Air21 courier pick-up the documents and deliver them to the Embassy.
- Other Courier services: You may send your application to the Embassy through any other courier service.
- Philippine Postal Service: you may send your application to the Embassy through the regular Philippines mail.

NOTE: If you have urgent travel in less than two weeks, please visit our website and read about "[Emergency Passports](#)".

4. Wait for your passport. Once cash payment has been made and application has been approved, the passport will be processed and delivered within 2-3 weeks. The expired U.S. passport (duly cancelled by the Embassy) will be delivered together with the new U.S. passport. **Note:** Please expect a much longer turn-around time for the passport delivery if the application was initially submitted or payment was made at the American Consular Agency in Lahug, Cebu. For demand draft payments, the passport will not be released until the 15-working day clearing period has passed.