



## Checklist for a U.S. Passport

### RENEW AN ADULT PASSPORT BY APPOINTMENT/MAIL CHANGE NAME ON AN ADULT PASSPORT ISSUED MORE THAN A YEAR AGO REPLACE AN ADULT LIMITED 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 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.* Please refer to the website (<http://manila.usembassy.gov/>) for photo specifications. Wearing of eyeglasses is not allowed.
- 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. Please provide your Social Security number to avoid processing delays. Make sure to provide a valid **e-mail address** and local contact number on the application form. 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.
- Original proof of 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) or original court order documenting the name change.

2. Decide on your submission method (choose between two options):

- **OPTION 1: Book an Appointment by going to our website:** <https://ph.usembassy.gov/u-s-citizen-services/passports/renew-an-adult-10-year-validity-passport/> You, or a designated representative, will need to appear for your appointment date with the documents mentioned in item#1 and \$110 passport fee (payable in USD, PHP or by credit card). If you are sending a representative on your behalf, **the representative must have a written, signed authorization letter** from you, authorizing the representative to apply and make payment for a passport renewal on your behalf. Please print this checklist and bring all documents to your scheduled appointment.
- **OPTION 2: Submit Application by Mail with enclosed U.S.-Dollar Demand Draft:** With your application and all documents mentioned in item#1, you may include a U.S.-dollar demand draft made out to "**U.S. Embassy Manila**" for \$110. Currently there are three (3) local banks participating in this mail-in dollar demand draft program: Bank of the Philippine Islands (BPI), Banco De Oro (BDO) and Security Bank (SBC). Except for these three banks mentioned (BPI, BDO, SBC), we do not accept demand drafts from any other financial instruments at this time and if an applicant is sent without the enclosed U.S.-dollar demand draft, the application will be returned to you and will not be processed. Please make two (2) separate photocopies of the demand draft and enclose these with the original check and application form. **NOTE: If the application is sent without the enclosed U.S. dollar demand draft, the application will be returned to you and will not be processed. DO NOT INCLUDE CASH WITH YOUR MAIL-IN APPLICATION.**

**EMERGENCY TRAVEL IN LESS THAN 2 WEEKS?** If travelling in less than two weeks, it is advisable to select OPTION 1 (online appointment). Bring a paper copy of confirmed itinerary or purchased ticket to your appointment.

3. If you have chosen OPTION 2 (submit application by mail), please send all documents and your US-dollar demand draft 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. (Note: Mailed-in applications may take a few days to be delivered to the ACS unit due to the large volume of mail received by the Embassy mailroom.)

- 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 (**P160 for within Metro Manila pick-up** and **P240 for outside Metro Manila pick-up**) 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. Please verify the courier fee with the Air21 courier as fees may vary in Air21 non-serviceable areas and subject to change without prior notice.

- 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.
4. Wait for your passport. The new passport will be processed and delivered to you within 2-3 weeks upon approval and payment. For applications sent by mail, the expired U.S. passport (duly cancelled by the Embassy) will be delivered together with the new U.S. passport.