***Rev. 09.2024***

**Passport Renewal: Form DS-82**

**\*\*Renew by mail or on-line\*\***

**To qualify for this process:**

**(Mail)** Have recent U.S. passport to submit with application and passport is not significantly damaged **(Can be routine or expedited service)**

* Was at least 16 years old when recent U.S. passport was issued
* U.S. passport was issued less than 15 years ago
* U.S. passport was valid for 10 years

**(On-line Renewal)** Meet on-line requirements and have recent U.S. passport for filling out requested data for application on-line **(routine service only)**

**Form can also be used for:**

* Have U.S. passport book or card and would like to get the other passport option
* Name change for U.S. passport that has been issued over one year

**Mail-in Instructions**:

Fill out the passport renewal form using **BLACK INK ONLY**

Form available at our office **or** can print one-sided from website, **travel.state.gov**

**Include with form:**

* Most recent U.S. passport book or card
* Certified copy of marriage certificate or court order if your name has changed
* Recent Photo -
  + **McKenzie County Farmer Newspaper** on Main St. Call for appointment 701.842.2351. Take photo one day and pickup photo the next day
  + **CVS Pharmacy or Walmart**
* Make sure you sign your name and enter date on front page of form
* Check or money order for fees (see below)
* Take all to Post Office and mail: flat rate priority mail or flat rate priority express mail

**Payment made to:** U.S. Department of State **(Check or Money Order Only)**

**\* Print full legal name and date of birth on bottom left of check**

|  |  |
| --- | --- |
| U.S. Passport Book | $130.00 |
| U.S. Passport Card | $30.00 |
| **Add to Check or Money Order if Expediting** |  |
| **Expedite Processing Fee**  **1-2 Day Delivery to you (Book Only)** | **$60.00**  **$21.36** |

**If you would like the Passport Acceptance Agent to look over the renewal form before mailing:**

**Call 701-444-3616, Option 2, for scheduling an appointment**

# **Application Status**

If you applied in person or renewed by mail, [**check your passport application status online**](https://passportstatus.state.gov/)**.** Status updates may not be available until **2 weeks after** you submit your application.

**To Track Application Status**

Go to Website: **travel.state.gov**

Click “Get a US Passport”

Click “Track My Application Status”

***For questions - Call National Passport Information Center at 1-877-487-2778***

#### [I received my passport and have waited over 8 weeks but have not received my supporting documents. What should I do?](javascript:void(0);)

It may take 8 weeks after you receive your new passport for your supporting documents (e.g. birth certificate or previous passport) to arrive. If you have been waiting more than 8 weeks, contact the National Passport Information Center at [1-877-487-2778](tel:18774872778) to report that you have not received your documents.

#### [My passport was "Mailed" but I have not received it.](javascript:void(0);)

If you have waited over two weeks since the date we updated your application status to "Mailed" and you have not received your passport, contact the [National Passport Information Center](https://travel.state.gov/content/travel/en/contact-us/passports.html). Customer service representatives will help you complete a special form (known as the [DS-86 form](https://eforms.state.gov/Forms/ds86.PDF)) which is a signed statement that you didn't receive your U.S. passport.

You have 90 days from the date your passport was issued to complete the DS-86 form. After 90 days, you must reapply and pay all fees.