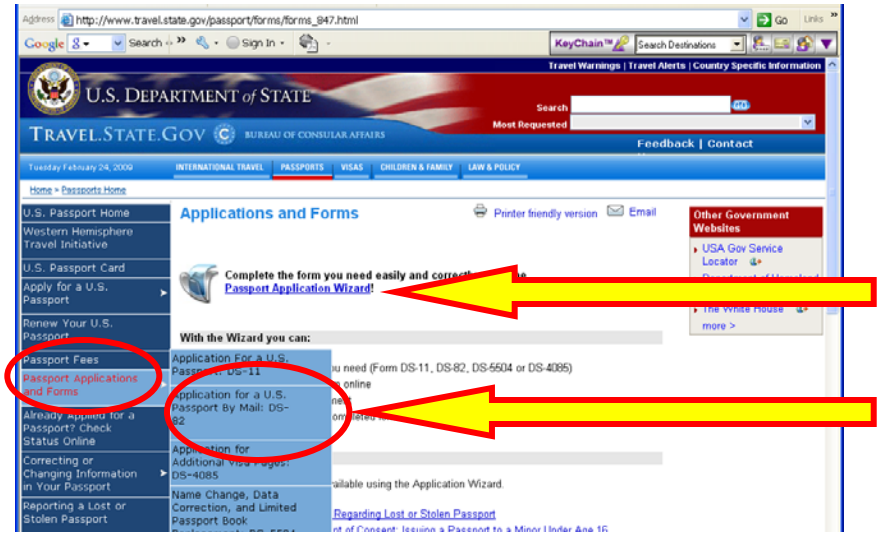
Passport Renewal Process
2/24/2009

www.travel.state.gov/passport/forms/forms_847.html

DS-82 Renew a passport (has a personal or official passport)

Other forms:
DS-11 Apply for a passport (in person after approved by headquarters / doesn't have passport)
DS-4085 Add Pages to a passport

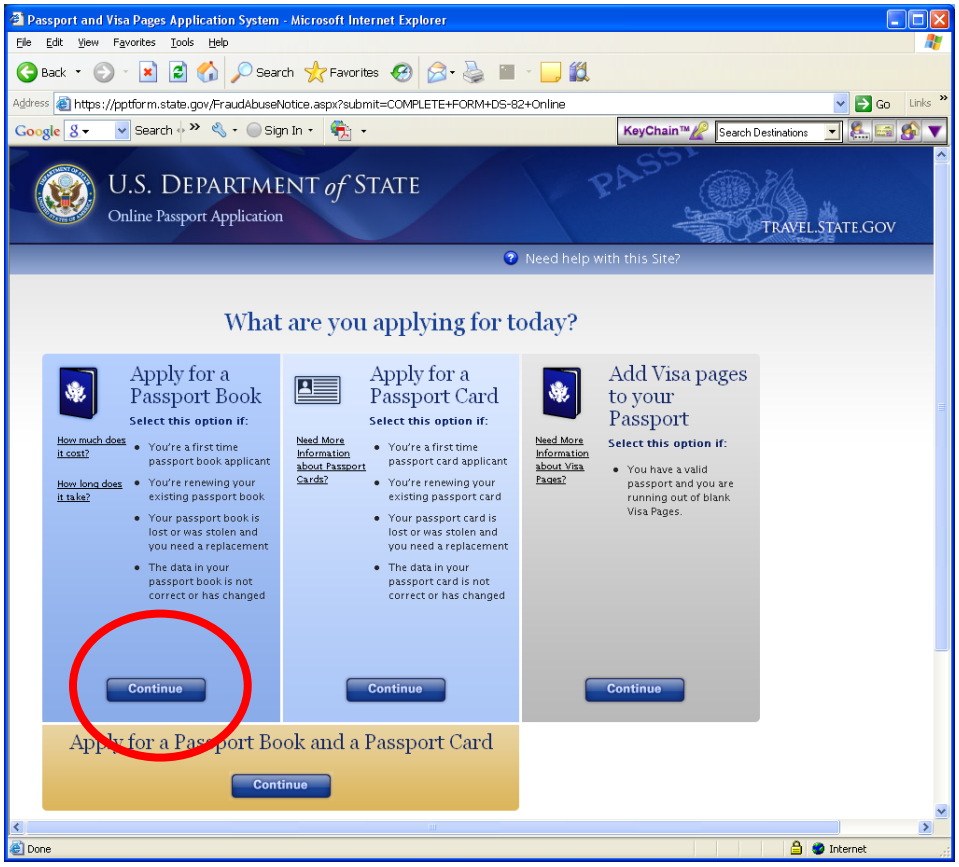


Passport Applications and Forms:

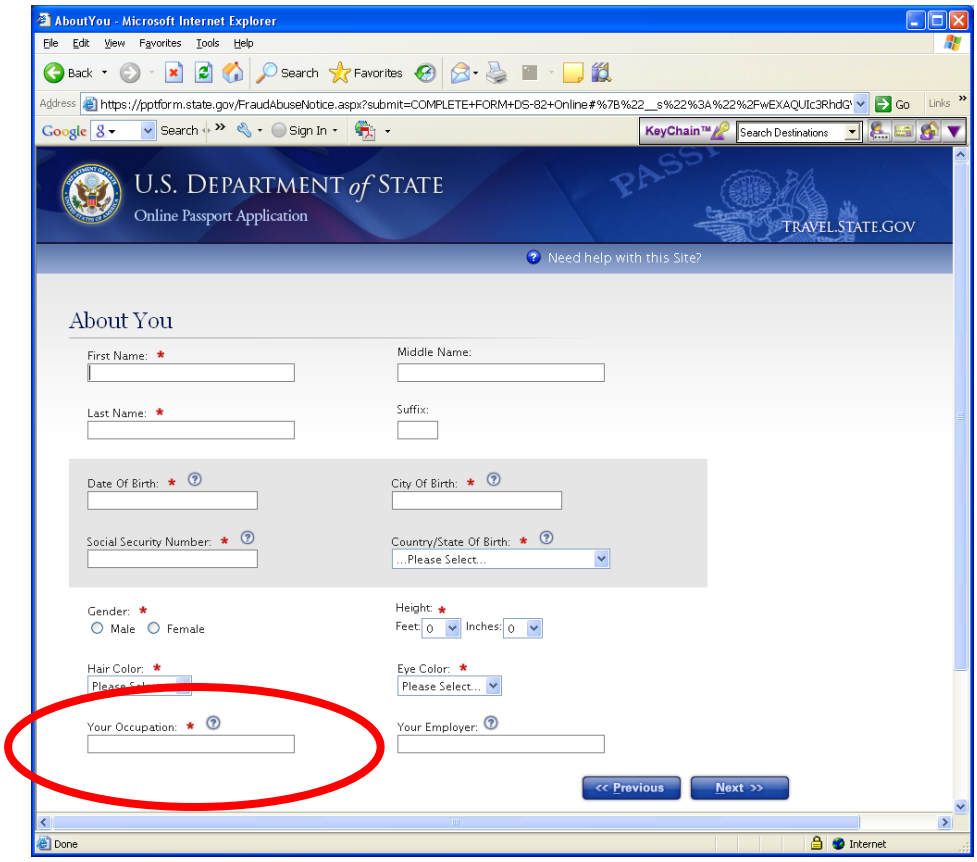
Choose: Wizard or Application for a US Passport By Mail: DS-82

Check the box and click Submit.

Apply for a Passport Book



Complete all fields marked with a red (*)
Click “Next”



Occupation:

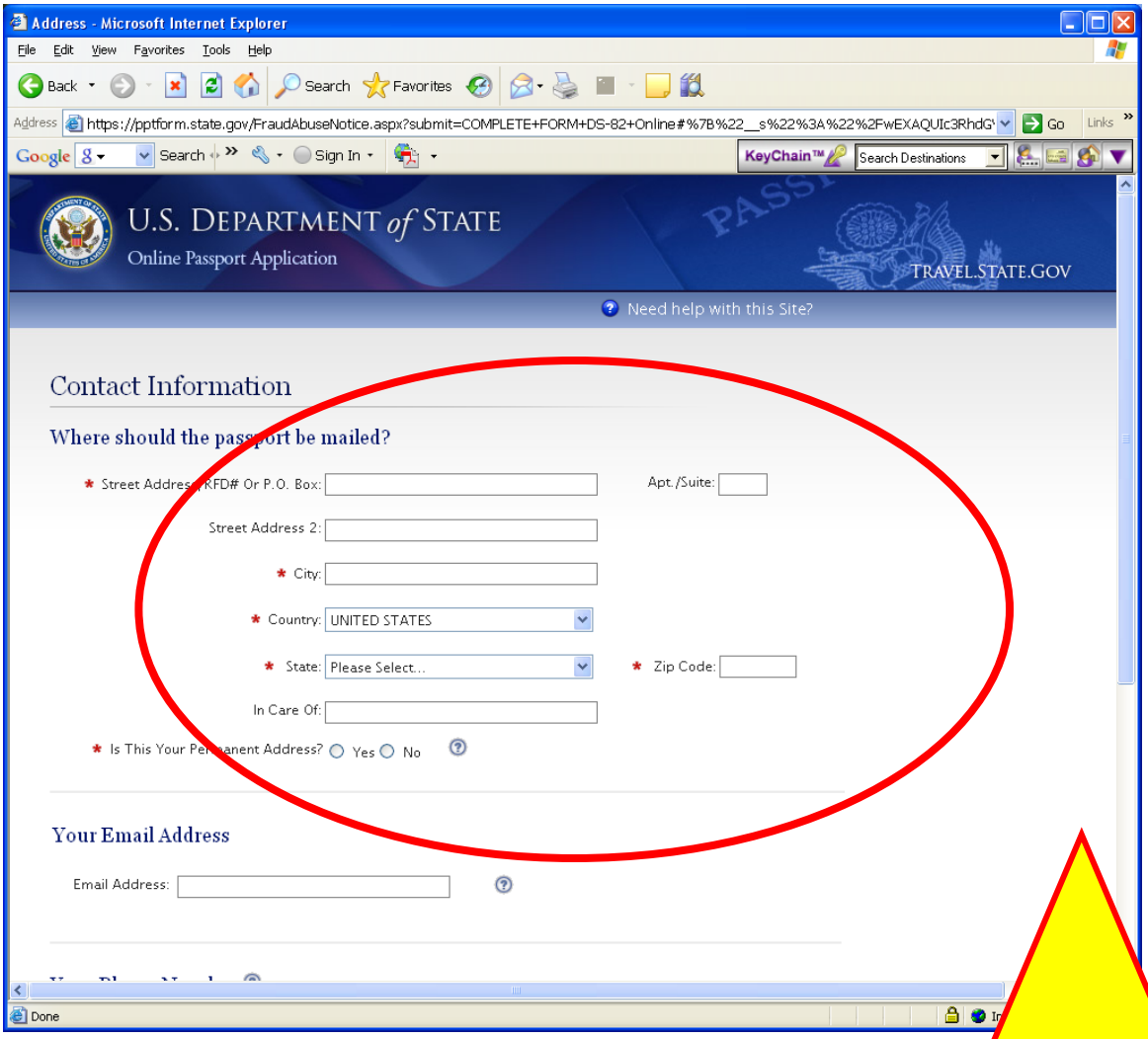
List your official title, not an abbreviated version.

Examples:

Res Chemist ---- should be Research Chemist

RL ----- should be Supervisory Research Chemist

WARNING: FOLLOW INSTRUCTIONS BELOW CAREFULLY!!!!



Contact Information

Where should the passport be mailed?

Street Address/RFD# Or P.O. Box: 1400 INDEPENDENCE AVE Apt./Suite: 1069
Street Address 2: SOUTH BUILDING
City: WASHINGTON
Country: UNITED STATES
State: DC - DIST. OF COL. Zip Code: 20250
In Care Of: FAS INTERNATIONAL TRAVEL SECTION

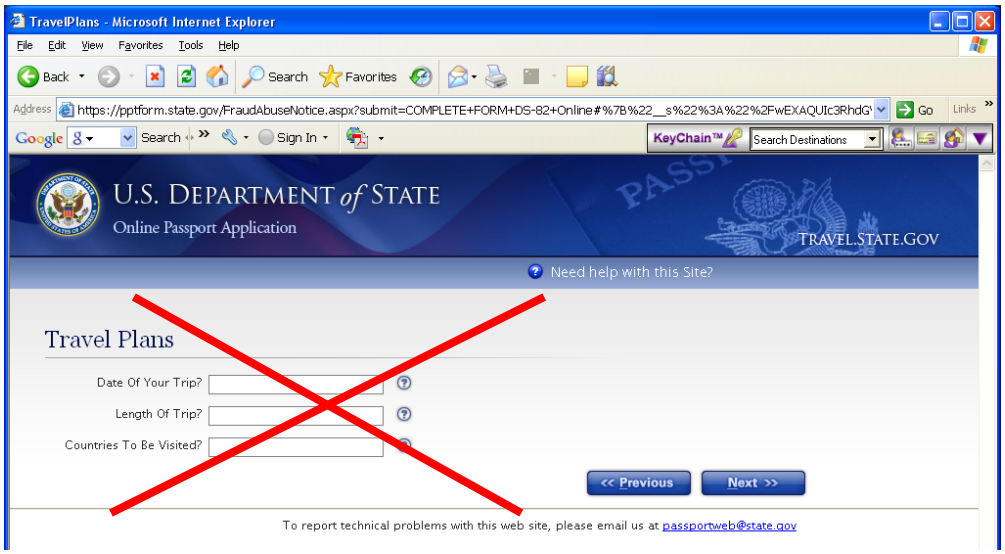
Is This Your Permanent Address? No

(An address block will open, complete it.)

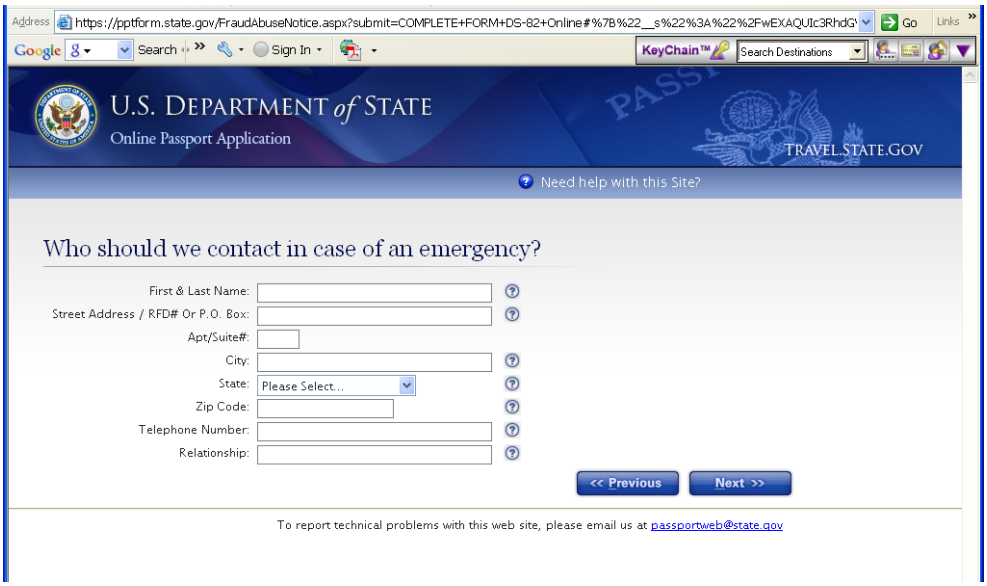
Enter all required fields that have a RED (*)

At the bottom of the page click “Next”

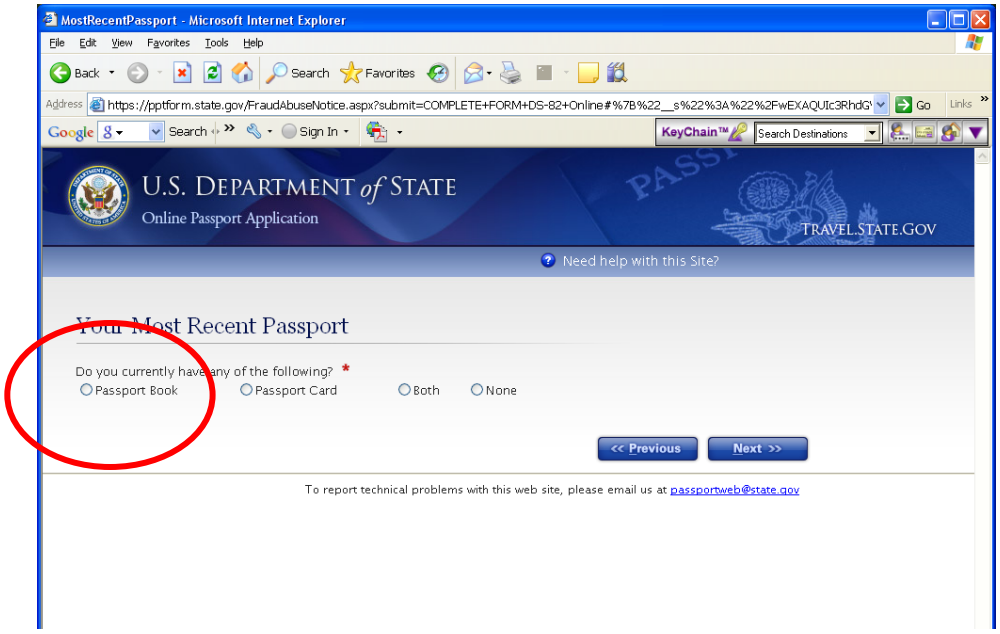
Leave Travel Plans Empty
Click Next



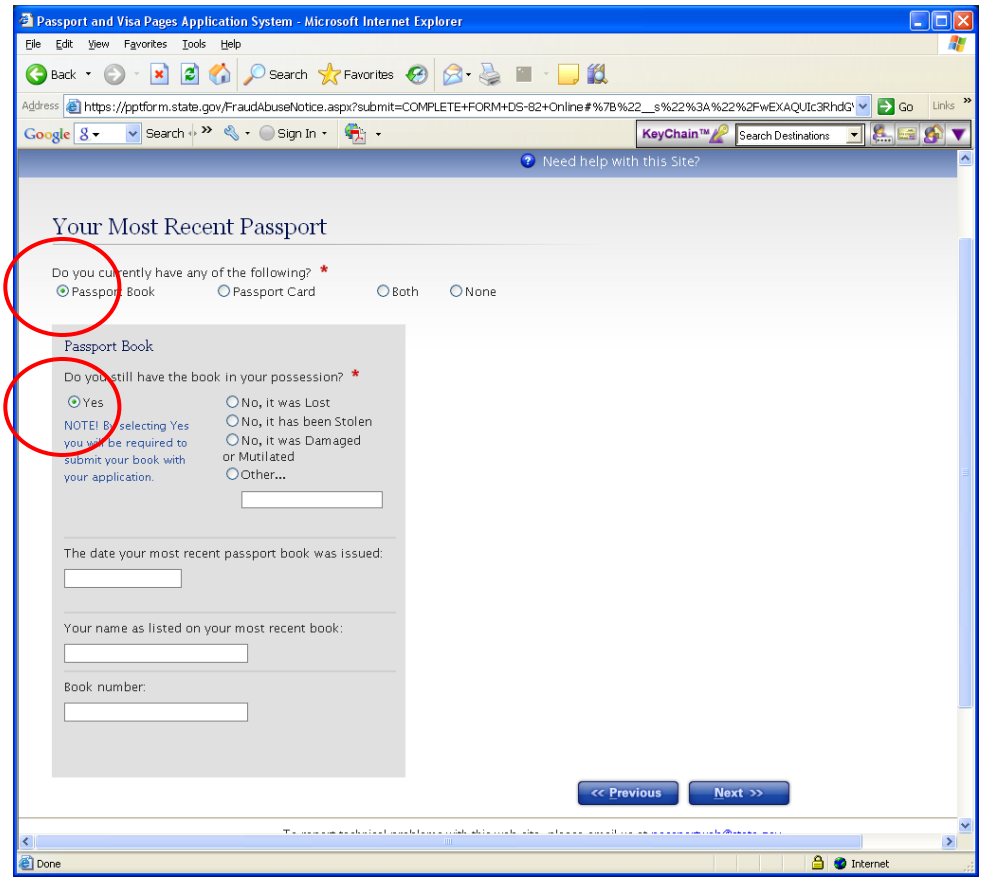
Emergency Contact is an Optional Page
Click “Next”



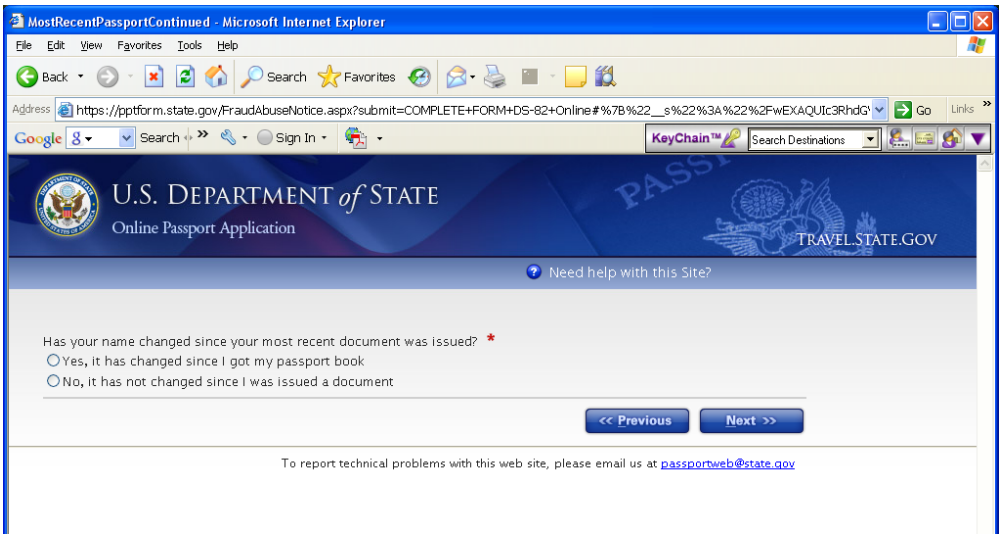
Click “Passport Book”
Click “Next”

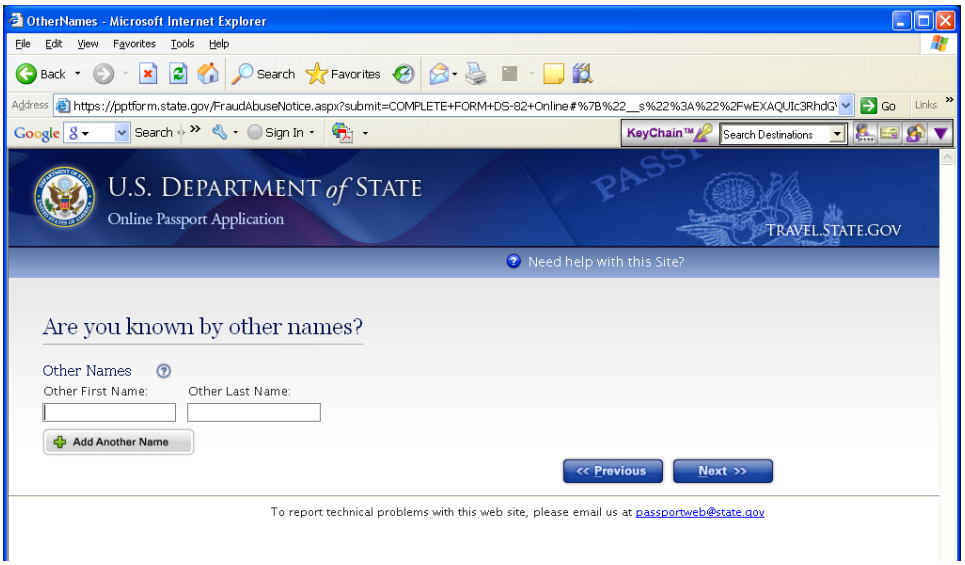


If you are completing a DS-82 you have a passbook either personal or official that will be mailed in with this application through MWA. Complete the information below.
Click “Next”



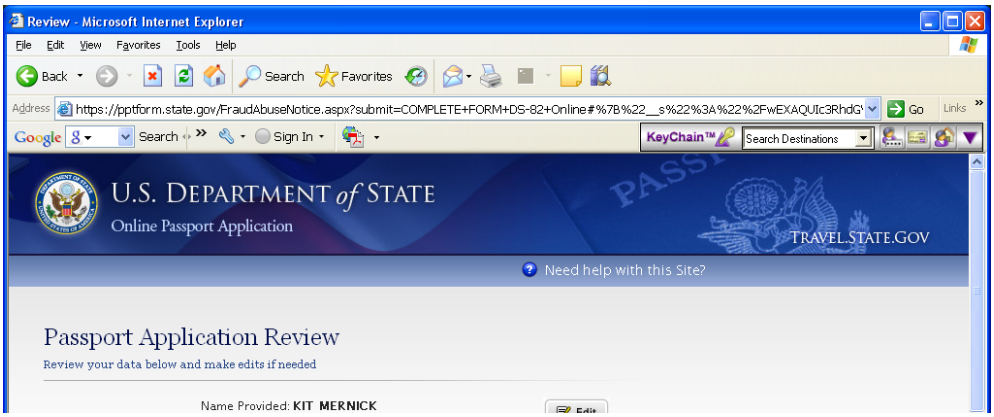
Answer all questions.



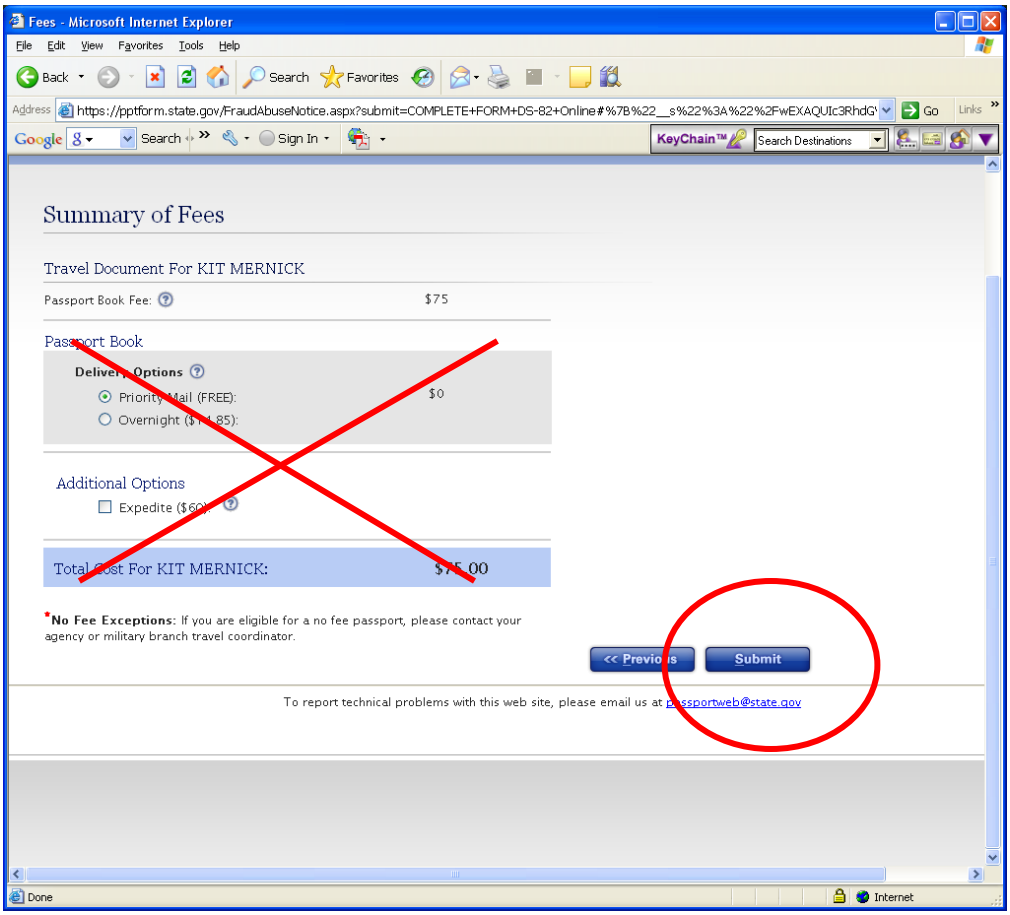


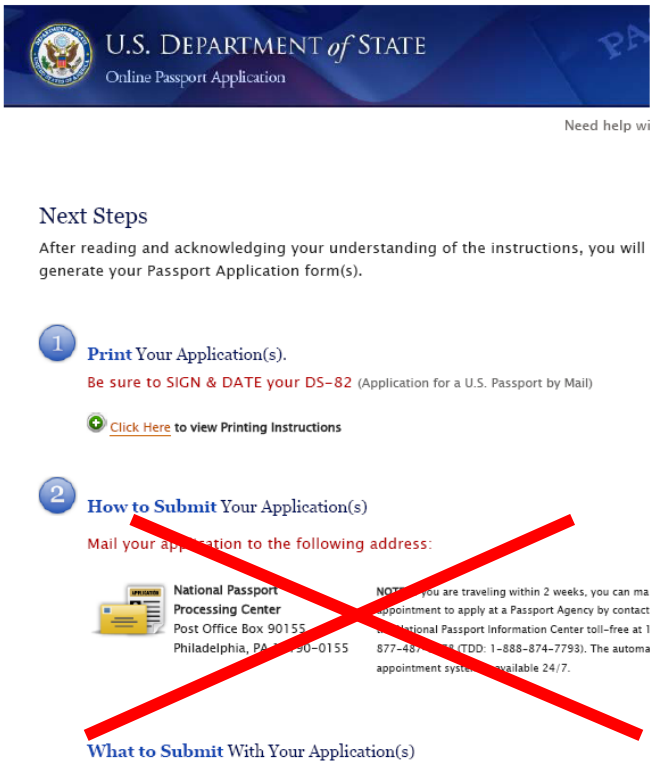
Click “Next”

Review the information carefully and edit if necessary.



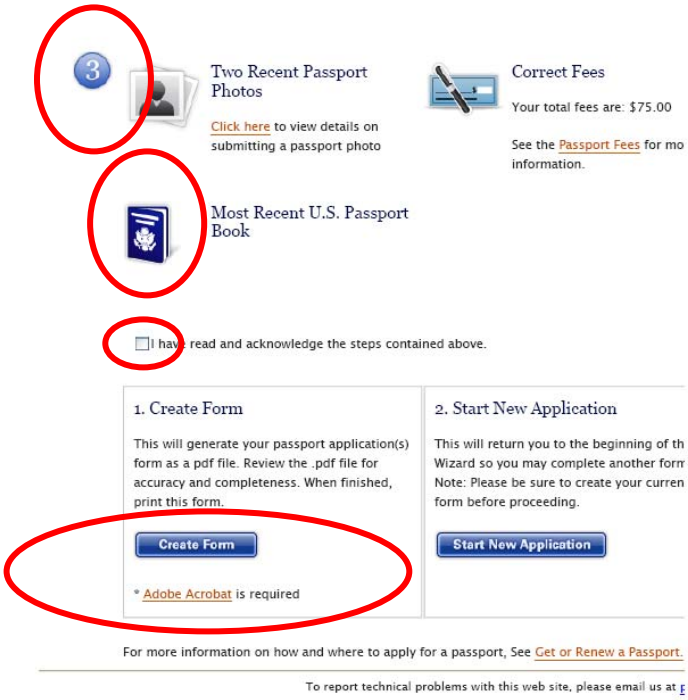
Ignore the Fee and Shipping information.
Click "Submit"





Your Travel Coordinator submits the printed form and two photos through USDA/ARS/MWA.

Sign and date in BLUE ink.

Submit only the 2 application pages.

Check the box and create the form: