

# RENEWAL OF US PASSPORT

## Eligibility & Requirements to Renew US passport:

Kindly ensure that **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 legally document your name change

Please proceed with the following requirements to Renew your US Passport:

- Fill [DS 82 Form](#) Passport Application form, duly completed ONLINE, PRINT (do not print on same page, back to back)
  - **Must** provide your SSN in accordance with [26 U.S.C. 6039E](#) Failure to provide information requested on the form, including your social security number, may result in significant processing delays and/or the denial of your application.
  - **Must** print the application with the auto generated bar code, once submitted online.
  - **Must** not pay the online fees
  - **Must** sign and date the application
    - All passport applications cannot be dated older than 5 days of case submission (the documents must be received at our office within 3 days from the date written on passport application)
    - Any application bearing signature or execution date older than 5 days will be returned
  - **Must not** make any corrections, such as write-over, scratch out, and/or white out on the printed application
- Submit most recent US Passport **ORIGINAL**
- Submit 2 recent, passport size colored photos, taken against white background - size 2x2 inches (51 x 51mm) - refer to [Photo Composition Template](#) for size requirement details
- Submit 2 sets of [Letter of Authorization](#), BOTH must have Original signatures
- Submit Proof of Travel for Expedited processing - [Company request Letter for expedited passport processing](#) OR Travel itinerary showing departure from USA within 14 days, and in case Visa is required for destination - then the travel must be within 4 weeks.

[SAVe Authorization Letter.docx](#)

[SAVe  
Passport  
request  
expedite  
letter.docx](#)

**NOTE:** If you are a previous passport book holder and you are eligible to use Form DS-82, you may apply for a passport card as a renewal, along with your Passport book - even if it is your **first** passport card.

- **GOVT. FEES:** \$ 170.00 *(Please add \$ 30.00 if applying for Passport Card on Same Application)*  
**Expedited Service Fee is paid for each application submitted Authorized Agency** (\$110.00  
Application Fee + \$ 60.00 expedite fee = Total \$ 170.00)

**Application & Expedited Service fees are payable by:**

- Checks (personal, certified, cashiers, travelers), payable to "Department of State"
  - Money orders (U.S. Postal, international, currency exchange), payable to "Department of State"
- Fill the online [SAVe Service Request Form](#), print, sign and enclose with the paperwork.

Ship the documents by quickest method to STAMP A VISA office:

**ATTN: Documents Processing Unit**  
**STAMP A VISA**  
**5959, Westheimer Road,**  
**Ste. 107,**  
**Houston TX 77057**  
**Ph.: 1 866 460 4736**

**Processing Time:**

Passports can be processed as Emergency Same Day or Next Day; Rush 48 Hours or Rush 4 -10 Business Days. **We request you to please give us a PRE-ALERT, for Emergency Same Day/Next Day processing, you must call to STAMP A VISA to make a reservation to ensure your passport submission.**

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Query - Please email [assist@stampavisa.com](mailto:assist@stampavisa.com) or call: + 1 832 460 2016 / 832 460 2017 Toll free: 1 866 460 4736

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