

Passport Renewal Requirements

The normal processing time for acquiring a passport renewal is 4-6 weeks. If you would like to do this on your own then please refer to www.travel.state.gov and click on **Renew Passport** and follow the instructions.

If you would like Conlin Travel to expedite your passport renewal, then please refer to the instructions below.

NOTE: Must have been over sixteen when current passport was issued. Current passport must have been issued within last fifteen years. Passport cannot be in mutilated condition.

Requirements:

- The passport which is to be renewed (it will be canceled and returned to you, except in extenuating circumstances)
- 1 Original DS-82 "Application for Passport by Mail" available at <https://pptform.state.gov/>. The application is a fillable PDF that must be completed online, and then printed and signed by the applicant (hand written applications are not accepted by the passport agency.) The application must also be printed on two separate sheets of paper (applications completed on one sheet double-sided are not acceptable) and signed in ink. Applications that are not completed this way cannot be accepted through visa services by the passport agency. Follow the instructions on the site and answer the questions on the form. At the end, you will be able to print a PDF version of your application that you will sign and send with your documents.
- 1 passport quality photograph
- Letter of Authorization - Please [click here](#) to fill out the letter of authorization.
- Copy of tickets/itinerary (which can be provided by Conlin Travel)

In addition to the passport renewal processing fees, there will be a Conlin Travel handling fee of \$50.00

Please click the link below to go directly to the site where you will find the DS-82 application that you will need to fill out: <https://pptform.state.gov/>

If you have any questions, please feel free to contact our office and speak to Holly Sullivan at 734-677-2190 ext. 2420; she will be happy to answer any questions.