WHAT YOU NEED

MOST RECENT US PASSPORT

- The most recent U.S. passport book and/or card that meet all of the following requirements
  - Is undamaged (other than normal "wear and tear")
  - Was issued when you were age 16 or older
  - Was issued within the last 15 years
  - Was issued in your current name (or can document your name change with an original or certified copy of your marriage certificate, divorce decree, or court

PASSPORT APPLICATION (DS-82)

- Can be downloaded at https://pptform.state.gov
- Printed single-sided
- Completed in black ink
  - Sign and date the first page

INCLUDE NAME CHANGE DOCUMENTS (if applicable)

- Certified copy of the legal name change document
  - Marriage certificate
  - Divorce decree
  - Court-ordered name change document

ONE CURRENT 2X2 PASSPORT PHOTO

- Must have been taken within the last 6 months
- Must meet passport photo requirements

FEES

- Print the full name and date of birth of the applicant on the front of the check or money order.
- Make checks or money orders payable to “US Department of State”

MAIL THE COMPLETED APPLICATION

- An envelope large enough to fit the application without folding
- Mail using the United States Postal Service (USPS) using a trackable delivery method
  - USPS Priority Mail
  - USPS Express Mail
  - USPS Certified Mail
  - USPS Registered Mail

Routine Service:
National Passport Processing Center
Post Office Box 90155
Philadelphia, PA 19190-0155

Expedited Service (write “EXPEDITE”):
National Passport Processing Center
Post Office Box 90955
Philadelphia, PA 19190-0955

CHECK OR MONEY ORDER FEES

<table>
<thead>
<tr>
<th>Fee</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>$30.00</td>
<td>Passport Card (regular service 4-6 weeks)</td>
</tr>
<tr>
<td>$90.00</td>
<td>Passport Card (expedited service 2-3 weeks)</td>
</tr>
<tr>
<td>$110.00</td>
<td>Passport Book (regular service 4-6 weeks)</td>
</tr>
<tr>
<td>$140.00</td>
<td>Passport Book &amp; Card (regular service 4-6 weeks)</td>
</tr>
<tr>
<td>$170.00</td>
<td>Passport Book (expedited service 2-3 weeks)</td>
</tr>
<tr>
<td>$200.00</td>
<td>Passport Book &amp; Card (expedited service 2-3 weeks)</td>
</tr>
<tr>
<td>$186.48</td>
<td>Passport Book (expedited service 2-3 weeks and 1-2 day return delivery service)</td>
</tr>
<tr>
<td>$216.48</td>
<td>Passport Book &amp; Card (expedited service 2-3 weeks and 1-2 day return delivery service)</td>
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</tbody>
</table>

DEBIT OR CREDIT CARD FEES

<table>
<thead>
<tr>
<th>Fee</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>$16.09</td>
<td>Employees, Alumni, and Unaffiliated</td>
</tr>
<tr>
<td>$10.72</td>
<td>Students with a valid NCSU student ID</td>
</tr>
<tr>
<td>$9.00</td>
<td>Priority Mail Postage</td>
</tr>
<tr>
<td>$9.00</td>
<td>Pre-addressed envelope and postage</td>
</tr>
</tbody>
</table>

WALK-IN PHOTO HOURS

Mondays
11:00 a.m. - 1:00 pm

Wednesdays
9:00 - 11:00 am

Witherspoon Student Center, Room 321
2810 Cates Ave.
Raleigh, NC 27695

passport-services@ncsu.edu