

# PASSPORTS



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## I. WHY DO I NEED A U.S. PASSPORT?

With certain exceptions, it is against U.S. law to leave the United States without a valid passport. Some other countries require that your passport be valid at least 6 months before and after the dates of your trip. If your passport does not meet these standards, you will need to get a new one before your trip. Check with the embassy or consulate of the country you will be visiting to find out their entry requirements.

All persons including newborn infants are required to obtain passports in their own name. If your name has changed within one year of your passport being issued, then fill out form DS-5504. If it has been more than one year, or your name has changed for a reason other than court order or legal marriage, you must apply with DS-82 for a full renewal. Before traveling abroad, make a copy of the identification page to make it easier to get a new one should it be necessary. If you travel abroad frequently you may request a 48-page passport at the time of application.

Apply for your passport several months in advance of your planned departure. If you will need visas from foreign embassies, allow additional time. If you are leaving on an emergency trip within 14 days, or you need foreign visas, you must call and set an appointment with one of 13 Regional Passport Agencies.

## II. APPLYING FOR YOUR PASSPORT IN PERSON

You must apply in person if:

- You are applying for your first U.S. passport; or
- You are under age 16; or
- Your previous U.S. passport was issued when you were under age 16; or
- Your previous U.S. passport was issued more than 15 years ago;
- Your previous U.S. passport was lost, stolen or damaged

When applying in person, you must submit a completed form DS-11, submit evidence of U.S. citizenship, present identification, submit a photocopy of the identification document(s), pay the applicable fee, and provide one passport photo. The form DS-11 can be found in most U.S. Post offices or online at the following web address: <https://travel.state.gov/content/travel/en/passports/apply-renew-passport/apply-in-person.html>

To search for your nearest Passport Acceptance Facility where you can apply for a passport in person, please go to the following web address: <https://iafdb.travel.state.gov/>

## III. RENEWING YOUR PASSPORT

You may renew your passport by mail if you meet **all** of the following:

- It is undamaged and can be submitted with your application
- It was issued when you were age 16 or older
- It was issued within the past 15 years
- It was issued in your current name or you can document your name change.

When renewing by mail, you must fill out Form DS 82-, submit your most recent U.S. passport book and/or card, submit a certified copy of your marriage certificate or court order if your name has changed, pay the applicable fee, provide one passport photo, and mail the application to the following address:

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

## IV. HOW LONG IS YOUR PASSPORT VALID

If you were age 16 or older when your passport was issued, your passport is valid for 10 years.

If you were age 15 or younger when your passport was issued, your passport is valid for 5 years.

The issue date of your passport can be found on the data page of your Passport Book or on the front page of your Passport Card.

## IV. WHAT TO DO IF YOU LOSE YOUR PASSPORT

To report a passport that was lost or stolen while in the U.S., call the State Department at 1-877-487-2778. To report a passport that was lost or stolen while abroad, contact the nearest consulate or embassy.

To replace a lost or stolen passport you must download and complete Forms DS-11 and DS-64 which can be found at the following web address: <http://travel.state.gov/content/passports/en/passports.html> and submit them at your local passport application facility.

*The information provided in this document is meant for the sole use of Active Duty service members, retirees, and their families. The information is general in nature and meant only to provide a brief overview of various legal matters. Rights and responsibilities vary widely according to the facts and circumstances in each case. Laws can vary across states, services, and civilian jurisdictions. Do not rely upon the general restatements of background information presented here without discussing your specific situation with a legal professional.*