

# To Renew Your U. S. Passport

---



## You Will Need:

- **A completed DS82 form**—Available on line at [travel.state.gov](https://travel.state.gov). You will use the DS82 Form if:

### 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.

- **Your Current US Passport**

- **2 – Passport Photographs.**

### They Must Be:

- Identical
  - In color
  - 2 x 2 inches in size
  - Taken within the past 6 months, showing current appearance
  - Full face, front view with a plain white or off-white background
  - Between 1 inch and 1 3/8 inches from the bottom of the chin to the top of the head
  - Taken in normal street attire:
    - Uniforms should not be worn in photographs except religious attire that is worn daily
    - Do not wear a hat or headgear that obscures the hair or hairline
    - If you normally wear prescription glasses, a hearing device, wig or similar articles, they should be worn for your picture
    - Dark glasses or nonprescription glasses with tinted lenses are not acceptable unless you need them for medical reasons (a medical certificate may be required)
- **\$75.00 passport fee and \$60.00 expediting fee for a total of \$135.00** payable with personal check, money order or credit/debit card. No Cash will be accepted.
  - **Airline Employer Letter from Continental Airlines** is necessary to expedite your application for immediate travel. The Letter is available at your base.
  - **Confirmation Number of your appointment time.** (They will not see you without it.) Appointments are made via the phone-in appointment line. Also, the agency has a strict 15 minute rule—they will not see you 15 minutes before or after your scheduled time so be punctual.
    - **[HOUSTON Passport Agency](#)**  
Mickey Leland Federal Building  
1919 Smith Street  
4th Floor  
Houston, TX 77002-8049
    - **Hours:** 8:00 a.m. - 3:30 p.m., local time, M-F, excluding Federal holidays
    - **Automated Appointment Number: 1-877-487-2778**
  - Status of an application can also be checked with the automated number: 1-877-487-2778.
  - Take ALL of these items to the Passport Agency.