

# Helpful Hints for Mailing Your Completed DS-82 Application for a U.S. Passport by Mail

**APPLICATION FOR A U.S. PASSPORT BY MAIL**

Attention: see WARNING on page two of instructions  
Please select the document (or documents) for which you are applying:  
 U.S. Passport Book  U.S. Passport Card

The U.S. passport card may only be used for international travel by land or sea between the United States, Canada, Mexico, the Caribbean and Bermuda. Please visit our website for details.

1. Name Last \_\_\_\_\_ End. # \_\_\_\_\_ Ex. # \_\_\_\_\_  
First & Middle \_\_\_\_\_  
2. Date of Birth (mm/dd/yyyy) \_\_\_\_\_  
3. Sex  M  F 4. Place of Birth (City & State or City & Country as it is presently known) \_\_\_\_\_  
5. Social Security Number (SSN) \_\_\_\_\_  
6. Mailing Address: Street/RFD, # or P.O. Box \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code (Zip + 4 if known) \_\_\_\_\_ In Care Of or Country, if applicable \_\_\_\_\_  
7. Contact Phone Number \_\_\_\_\_  
8. Email Address (Optional) \_\_\_\_\_  
9. Have You Ever Used A Different Name (Maiden, Previous Marriage, Legal Name Change)? If yes, please complete. (Attach additional pages if needed)  
1. \_\_\_\_\_  
2. \_\_\_\_\_  
10. Passport Book or Passport Card Information  
Your name as listed on your most recent passport or passport card \_\_\_\_\_  
Most recent passport book or passport card \_\_\_\_\_ Issue date (mm/dd/yyyy) \_\_\_\_\_  
11. Name Change Information - Complete if name is different than last passport book or passport card  
 Changed by Marriage Place of Name Change (City/State) \_\_\_\_\_ Date (mm/dd/yyyy) \_\_\_\_\_  
 Changed by Court Order \_\_\_\_\_  
Please submit marriage certificate or court order to support your name change.

**YOU MUST SIGN AND DATE THE APPLICATION IN THE DESIGNATED AREA BELOW**

I declare under penalty of perjury all of the following: 1) I am a citizen or non-citizen national of the United States and have not, since acquiring U.S. citizenship or nationality, performed any of the acts listed under "Acts or Conditions" on the reverse side of this application (unless explanatory statement is attached); 2) the statements made on the application are true and correct; 3) I have not knowingly and willfully made false statements or included false documents in support of this application; 4) the photograph submitted with this application is a genuine, current, photograph of me; and 5) I have read and understood the warning on page two of the instructions to the application form.

x \_\_\_\_\_  
Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

This section for issuing office only  
 Marriage Certificate Date of Marriage/Place Issued: \_\_\_\_\_  
 Court Order Date Filed/Court: \_\_\_\_\_  
 Other: \_\_\_\_\_  
 Attached: \_\_\_\_\_

PPT Fee \_\_\_\_\_ EF \_\_\_\_\_ Postage \_\_\_\_\_ Other \_\_\_\_\_  
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- ▶ **Staple 1 photo to Application as shown.**
    - Use **4 staples** vertically in the corners as close to the outer edges as possible.
    - In the example to the left, the **red lines** represent staples.
  - ▶ **Please do not bend the photo.**
  - ▶ **We do not accept cash or postage stamps.**
  - ▶ **We recommend submitting the application in a sturdy, weatherproof envelope that does not require the application to be folded.**
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- ▶ **If mailing with Routine Service:**
    - National Passport Processing Center  
Post Office Box 90155  
Philadelphia, PA 19190-0155
  - ▶ **If mail with Expedited Service:**
    - National Passport Processing Center  
Post Office Box 90955  
Philadelphia, PA 19190-0955
  - ▶ **If you are paying the Expedite Fee, write "EXPEDITE" clearly on the outside of the envelope.**