GLOBAL VIP SERVICES
Same-Day Passport & Visa Expediting · Serving Los Angeles since 2003

(310) 402-1619
globalvipservices.com
Se habla español

BY MAIL

PASSPORT RENEWAL BY MAIL

Please follow these requirements carefully before you send anything. Applicants 15 years old and under cannot renew. They need a new passport.

CALL US FIRST BEFORE SENDING DOCUMENTS

Call **(310) 402-1619**. We confirm your eligibility and exact pricing before anything is mailed.

1. **Original, undamaged passport.** Must be a 10-year passport, expired no more than 5 years ago. If it is slightly damaged, complete the Statement of Damaged Passport form:

   ↓ **Statement of Damaged Passport** globalvipservices.com/forms/statement-damaged-passport.pdf

2. **Copy of your driver's license or state ID** (if possible).

3. **Two passport photos**, 2 x 2 inches, on a white background. We can take these for you in our office.

4. **Personal check or money order for $212.05**, payable to the **U.S. Department of State** (adult fee).

5. **Travel itinerary** if you are traveling within 14 days. If you do not have one, please give us a call.

6. **Application DS-82**, filled out online, printed, and signed:

   ↓ **Form DS-82** eforms.state.gov/Forms/ds82_pdf.pdf

   Check that it has a barcode in the top-left corner, which means you completed it correctly.

7. **Two letters of authorization of the same kind.** Select the first two options only, and do **not** fill out the courier company. Leave that part blank.

   ↓ **Letter of Authorization (blank)** globalvipservices.com/forms/letter-of-authorization-blank.pdf

8. Once you have everything together, **call us at (310) 402-1619** to double-check, then mail everything to our office. **Do not mail anything if you have not spoken to us first.**