Submitting your Passport Application

Once you've filled out your forms, you'll need to submit your documents to the Department of State. The way you do this depends on which form you used.

DS-5504

If you're using the DS-5504, you'll need to mail your application to the Department of State. You must use an envelope big enough to fit your application without folding it. The Department of State recommends using Priority Mail to send your documents. See Sending Mail in the United States for more information.

You'll need to include your previous passport, your application printed on two separate pages (not double-sided!) and signed, and a certified copy of your name change court order if you're changing your name.

You do not need to submit any payment for this type of application unless you want expedited service and/or expedited delivery. If you'd like to expedite your application, refer to the Fees section.

DS-82

If you're using the DS-82, you'll need to mail your application to the Department of State. You must use an envelope big enough to fit your application without folding it. The Department of State recommends using Priority Mail to send your documents. See Sending Mail in the United States for more information.

You'll need to include your previous passport, your application printed on two separate pages (not double-sided!) and signed, and a certified copy of your name change court order if you're changing your name.

For this type of application, you'll need to pay the full passport renewal fee. Refer to the Fees section for more information.

DS-11

If you're using the DS-11, you'll need to make an appointment at an acceptance facility and show up there in person. You can find your nearest acceptance facility using the Acceptance Facility Search Page.

When you go to the acceptance facility, take your previous passport or other proof of US citizenship , your un-signed application printed on two separate pages (not double-sided!), and a certified copy of your name change court order if you're changing your name and the name on your proof of citizenship hasn't been changed yet.

For this type of application, you'll need to pay the full passport renewal fee to the Department of State and an execution fee to the acceptance facility. Refer to the Fees section for more information.

Fees

You can figure out how much you have to pay using the Department of State's Fees Page.

If you need to pay an execution fee, you will have to pay that separately from the passport fee, as it goes to the acceptance facility and not to the Department of State. Most acceptance facilities will allow you to pay the execution fee by cash, card, check, or money order.

The Department of State itself only accepts payment by check or money order. They do not accept cash or card details. You can use a debit card to buy a money order at the USPS and then use that to pay for the passport if you'd like to use a debit card. For information about how to fill out checks, see Filling out Checks. Write your name and date of birth on the memo line of the check or money order so that the Department of State can keep track of which application the check belongs to if it gets separated from the rest of the application.

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