



**U.S. PASSPORT RENEWAL APPLICATION PACKET FOR QUALIFIED INDIVIDUALS**  
 YOU MUST INCLUDE THIS ITSEASY PASSPORTS FORM WITH YOUR DOCUMENTS

**1) Review Requirements – Thank You For Obtaining Your Passport Renewal With ItsEasy!**

**A) Checklist:** Applicant must include this form with the checklist section below completed and signed.

**B) Current Passport:** Applicant will send in to ItsEasy with their Passport Renewal Application one of the following:

- If Applicant has a 10 year Passport Card which is not expired (or recently expired\*), then Applicant will submit **BOTH** this Passport Card and valid (or recently expired\*) 10 Year Passport Book.
- If Applicant has never had a Passport Card, then Applicant will submit their valid (or recently expired\*) 10 Year, Passport Book.

The old passport will be returned marked "Cancelled" by the U.S. Department of State.

**Note:** \* "Recently Expired" = Expired less than 5 years

**C) Passport Application & Photos:** Applicant must submit one completed passport application (Form DS-82). A blank application form is attached to this packet. **You may electronically submit the Passport Photo using the ItsEasy Passport Renewal & Photo App – we will print out your photo and attach it to your signed DS-82 form for you.**

**D) Inbound Shipping:** Included in this packet is a secure and trackable shipping label for you to send your documents in. The label has detailed instructions on how to package your documents. You will include the following:

- This form with the checklist below completed and signed
- Completed Page 2 of this Packet: Passport Card Statement.
- Your Passport Book and/or Passport Card as described in **B)** above
- Your completed and signed DS-82 Passport Application (2 pages)

**2) Complete Checklist And Sign**

I am submitting my Passport Book and/or Passport Card as described in **1-B)** above.  No  Yes

I have completed, signed and dated my Passport DS-82 Renewal application in blue or black ink.  No  Yes

I have taken my photo using the ItsEasy App; I am satisfied with the picture I have taken and I attest it represents a true likeness of myself.  No  Yes

I understand that I have already paid the Processing Fee(s) and the Government Passport Application Fee(s) (+Express Return Shipping, if applicable) to ItsEasy; ItsEasy will make necessary payment(s) to the U.S. State Department on my behalf; I agree that issuance is at the discretion of the U.S. Department of State; issues such as back taxes, child support or warrants may delay or prevent the issuance of a new passport card.  No  Yes

I would like to add "Passport Replacement Service" through ItsEasy at a cost of \$14 to my order and authorize this fee to be charged to my credit card (see details in disclaimer).  No  Yes

**DEPARTMENT OF STATE WARNING: False statements made knowingly and willfully in passport applications, including affidavits or other documents submitted to support this application, are punishable by fine and/or imprisonment under U.S. law, including the provisions of 18 U.S.C. 1001, 18 U.S.C. 1542, and/or 18 U.S.C. 1621. Alteration or mutilation of a passport issued pursuant to this application is punishable by fine and/or imprisonment under the provisions of 18 U.S.C. 1543. The use of a passport in violation of the restrictions contained therein or of the passport regulations is punishable by fine and/or imprisonment under 18 U.S.C. 1544. All statements and documents are subject to verification.**

Applicants Signature: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_



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**3) Passport Card Statement**

Please select one of the following:

**No, I have never been issued a U.S. Passport Card**

**Yes, I was previously issued a U.S. Passport Card**

If applicant was previously issued a passport card, and is requesting a new passport card (as you have indicated), applicant **must submit their current or expired passport card** with their documents.

If applicant was previously issued a passport card and cannot locate it, applicant must contact ItsEasy at 1-866-ITS-EASY (487-3279) for special instructions. Applicants who have been issued a passport card and cannot locate it must go through a different, more complicated process for obtaining a new passport and new passport card.

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Applicants Signature: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_