

HOW TO GET A RENEWAL PASSPORT BY MAIL

****IMPORTANT:** You will ONLY use this form if: (1) you received your most recent passport when you were 16 years of age or older (*and* less than 15 years ago), (2) you can submit that passport, *and* (3) you use the same name listed therein (or can submit proper documentation reflecting your name change).

- * Keep in mind that due to the high volume of passport applications, it could take up to **3-4 MONTHS** (as long as there are no complications) to get your passport **AFTER** completing these two steps!
- ** In order to process your visas, we **MUST** have your passport in the Light office at least **60 DAYS** before departure. If you are going on a trip leaving in December/January, you will need to expedite your passport to ensure its arrival before the deadline.
- *** Therefore, it is **IMPERATIVE** that you begin the passport procedure **IMMEDIATELY!** Don't worry, following the steps on this form will ensure that the process goes smoothly and efficiently for you.

STEP ONE: Obtain the following 5 items

- 1) **Your Most Recent, Undamaged U.S. Passport** – This **must** be returned to the government! If it is damaged, you must use the DS-11 form and make a personal appearance at the post office on Odd Fellows Road.
- 2) **Passport Renewal Application** – We recommend you CAREFULLY read and fill out a DS-82 application online at: http://travel.state.gov/passport/forms/ds82/ds82_843.html. However, if you prefer a physical application, you can obtain one at the main Lynchburg post office at 3300 Odd Fellows Road (on the corner of Mayflower Drive), or download and print one on the link listed above.
 - NOTE: It is most efficient to fill out your application online at the above address (you will still have to print it out and take it to the post office). On the application, under the heading "Mail Passport to", be sure to send your passport directly to Light Ministries (which helps speed up the entire process) by typing "Light Ministries" in the box marked "In care of", and putting our address. Our address is 1971 University Blvd. Lynchburg, VA 24502-2269. This will ensure that your passport comes directly to the Light office. Once your passport arrives, we will contact you to come sign it.
- 3) **Two Recent Passport Pictures** – The requirements for passport pictures are **VERY SPECIFIC** and if they are not met, then you will need to get new pictures. Our office will provide you with 4 pictures (2 passport pictures, plus 2 extra pictures in case you need them for a visa). There is no charge for students participating in a Light Campaign. See a Light representative about getting your passport pictures taken.
- 4) **Processing Fees** – These are the government processing fees for your passport. Please note, Light Ministries does not handle or keep any of these fees. Choose one of the following:
 - **Standard Service:** Your total cost for standard processing will be **\$67.⁰⁰**. ***Remember, by selecting this service, it may take up to 3-4 months to receive your passport!!***
 - I. This charge (ONLY check/money order made out to "U.S. Department of State". Your full name and date of birth must be printed or typed on the front of the check) will go to the government.
 - **Expedited Service (highly recommended):** This service rapidly speeds up the entire process by reducing the standard 3-4 months processing time down to **2-4 weeks!** Your total cost for expedited processing will be **\$143.²⁵**.
 - I. This charge (ONLY check/money order made out to "U.S. Department of State". Your full name and date of birth must be printed or typed on the front of the check) will go to the government. This includes the \$60.⁰⁰ expediting fee plus the \$16.²⁵ return overnight shipping cost.
- 5) **A Marriage Certificate or Court Order** – You will only need this if the name you are currently using differs from the name on your most recent passport. Uncertified copies or notarized documents will not be acceptable. All documents will be returned to you with your new passport. If you are unable to document your name change in this manner, you must use the DS-11 form and make a personal appearance at the post office on Odd Fellows Road.

STEP TWO: Mailing Your Items

- Mail the above items to:

National Passport Processing
Post Office Box 13349
Philadelphia, PA 19101-3349