

Passport and Visa Solutions is an agency registered with the US Department of State and authorized to expedite passports. In addition to the government fees, PVS charges service fees for hand-carrying passport applications to government offices.

## Passport Renewal

To renew your passport, your most recent US passport has to be issued at age 16 or older and, also issued within the past 15 years

**You need to renew your expired passport:**

- If your passport is not damaged.
- If your passport was issued in the past 15 years.
- If you were at least age 16 and older.

If your passport is damaged or was issued more than 15 years ago, or you were age 16 and under you need to apply for a new passport

## Requirements

**1. Application**

To renew your passport you need to complete online a passport application form DS-82

**2. Photos**

One photo 2"x2"

**3. Proof of Citizenship**

Previously issued U.S. passport. (If you do not have your previous passports go to Lost or Stolen Passport)

**4. Travel Itinerary**

Copy of your travel itinerary or copy of your airline ticket.

**5. Proof of Identity**

A copy of your state I.D. or a driver's license.

**6. Authorization Letter**

Release letter. Authorization form

**7. Government Fees**

- a. Make a check or money order
  - For Passport book only \$ 211.36 payable to U.S. Department of State.
  - For passport book and passport card \$ 241.36 payable to US Department of State

**8. Service Fees and, Processing Time**

7 to 10 days	3 Weeks	4 to 6 Weeks	6 to 8Weeks
\$ 399.00	199.00	99.00	99.00

**Remarks**

For overnight delivery please include a prepaid FedEx air bill or pay \$ 24.00 to Passport & Visa Solutions

**9. Form of payment**

We accept credit cards, money orders, cashier's checks, company checks, or cash.

**10. Order Form**

Complete Customer Order Form print sign and email it to [info@apvs.net](mailto:info@apvs.net)

**11. Shipping information**

Please deliver your documents to our office or mail to:

**Passport & Visa Solutions**  
**1055 W. University Dr.**  
**Tempe, AZ 85281**

