

Passport Renewal Checklist

To renew a passport, the passport must be undamaged, issued when you were 16 years old or older, issued within the last 15 years, and issued with your current name. If your passport does not meet the passport renewal requirements, then you must apply for a new passport.

Please assemble all of the following documents and send them to our office at:

ATTN: Mai Hoang
U.S.-China Chamber of Commerce
134 North La Salle Street, Suite 2038
Chicago, IL 60602
Phone Number: (312) 368-9911 Email: maihoang@usccc.org

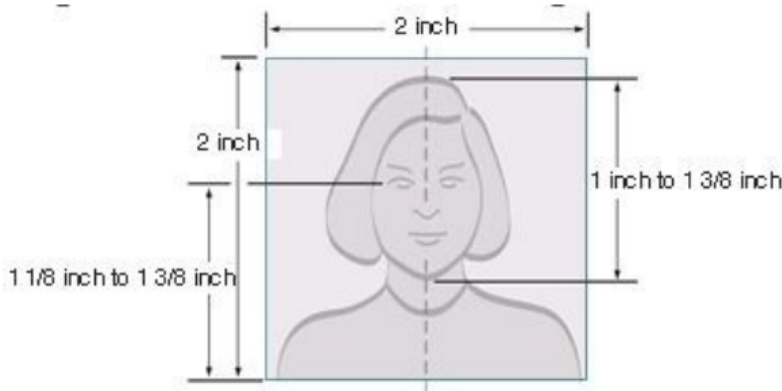
For Passport Renewal:

- ☐ U.S. Passport
 - The passport must have been valid for 10 years and have expired with the last 5 years
 - The passport must be in good condition
- ☐ Completed and **Signed** Application Form (DS-82)
 - The application can be filled out electronically at: <https://pptform.state.gov/>
 - Agree to the privacy disclaimer. On the next page, click on "Apply Online"
 - Enter all information requested from the U.S. Department of State
 - On the summary of fee page, check only the \$60 expedited fee and passbook fee and click submit
 - Click "Create Form" and print out the form that will open as a PDF.
 - The form must contain a **BAR CODE** that corresponds to the unique information you have provided
 - Frequent travelers can apply for a Non-Standard 52 Page Book
- ☐ Two Recent Passport-Style Color Photos - NO GLASSES
 - The photo should be a full face, front view against a plain background with no hat. You CANNOT wear glasses in the photo.
 - It should be about 2x2 inches and on glossy photo paper
 - The requirements are listed in Appendix A
- ☐ Travel Itinerary or a Copy of a Plane Ticket
 - If you are driving across the border, you can write a sworn statement indicating your intended travel date, the duration of the trip, and the purpose of the trip. You can also provide a copy of the hotel reservation.
- ☐ Two Authorization Letters – Please contact Mai Hoang
- ☐ Fee Schedule

Appendix A

Passport Photo Requirements

Paper Photo Head Size Template



- Photo must be 2 inches by 2 inches
- The height of the head (top of hair to bottom of chin) should measure 1 inch to 1 3/8 inches (25 mm - 35 mm)
- Make sure the eye height is between 1 1/8 inches to 1 3/8 inches (28 mm – 35 mm) from the bottom of the photo
- The top of the head, including the hair, to the bottom of the chin must be between 50% and 69% of the image's total height. The eye height (measured from the bottom of the image to the level of the eyes) should be between 56% and 69% of the image's height.
- Image pixel dimensions must be in a square aspect ratio (meaning the height must be equal to the width). Minimum acceptable dimensions are 600 pixels (width) x 600 pixels (height). Maximum acceptable dimensions are 1200 pixels (width) x 1200 pixels (height).





中美總商會

UNITED STATES OF AMERICA-CHINA CHAMBER OF COMMERCE

Passport Application Fee Schedule

Name (First Middle Last) _____

Company _____

Return Address* Street _____

City _____ State _____ Zip Code _____

Phone Number _____ Fax Number _____ Email _____

Type of Address: ☐ Residential ☐ Commercial/Industrial

Signature required**: ☐ Yes ☐ No

* FedEx and UPS cannot deliver to a P.O. Box address.

** If signature is required, **a person must be present to receive package. Additional charges WILL apply.**

Passport Type and Fee	Quantity	Unit Price	Amount
U.S. Department of State (Third Party) Plus Fee			
Passport Fee			
New Passport***		\$0.00	
Passport Renewal		193.00	
Passport Card		33.00	
Second Passport		193.00	
Lost Passport/Damaged Passport***		0.00	
UPS Next Day Air - US State Department to Courier****		22.05	
USCCC			
Processing Fee (5-7 Business Days)		399.00	
Processing Fee (3 Business Days) – call for availability		499.00	
Shipping			
<input type="checkbox"/> Company/Applicant Shipping Account			
<input type="checkbox"/> FedEx <input type="checkbox"/> UPS Account Number: _____			
<input type="checkbox"/> USCCC Account – Shipping Cost (Estimated) Input 1		32.50	
Sub Total			
Credit Card Processing Fee 4.9% (Input 1 If Paid by Credit Card)		4.9%	
Total			

*** \$193 for the US Department of State in sealed envelope and additional fees for the USPS Agent when applying for new passport, lost passport, or damaged passport. Please call for additional instructions.

**** US State Department now ships back the new passport to the courier via USPS Priority Mail, which may take 5-7 days. For an additional fee of \$22.5, the new passport will be returned to the courier via UPS for 1 to 2 days delivery.

Payment Information: ☐ Check enclosed for _____ ☐ Credit Card

Type of Credit Card: ☐ Visa ☐ MasterCard ☐ American Express

Name as Appears on Credit Card _____

Credit Card Number _____ Exp Date (mm/yyyy) _____ CVV _____

Billing Address if Different Street _____

City _____ State _____ Zip Code _____