



## CHECKLIST: U.S. Passport Renewal by Mail for U.S. citizens residing in Thailand

*\*Checklist must be completed and included in the package\**

- Current passport book and/or passport card (if applicable) **Required, NO EXCEPTIONS**
- DS-82**, completed and **SIGNED** (same signature as in current passport)
- Two** passport photos (2x2 inches, set against a white background, taken within the last six months, no eyeglasses, no editing, and printed on glossy or matte photo paper only)
- An original or certified copy of your marriage certificate, divorce decree, or court order (if applicable) to document your name change **& one clear photocopy.**

### Application Fees:

- Passport book and/or card:**

A printout of the electronic payment confirmation.

Confirmation **MUST** include a **“Pay.gov Tracking ID.”**

Passport **Book** Only – **\$130**

Passport **Card** Only – **\$30**

Passport **Book** and Passport **Card** – **\$160**

### Insured Return Envelope Fee:

- Pay **Courier Pass Back** electronically via **Thailand Post Mart website.**  
(If the page appears in Thai, you may use a translate function into English at the top right corner of the page.)



Invoice number THP\_\_\_\_\_

**Note:** *Other forms of prepaid envelope cannot be accepted* if you are applying for a U.S. passport in Thailand.

Name of applicant: \_\_\_\_\_

Local telephone number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

**Please provide the following information:**

**Travel Plans Date:**

\_\_\_\_\_

**Thailand Visa Expiration Date:**

\_\_\_\_\_

*(For quick and efficient delivery, please ensure to address your package **ONLY** to the address below via one of the following couriers, Thailand Post or DHL*

**Passport-by-Mail Service  
ACS/Consular Section,  
U.S. Embassy,  
95 Wireless Road, Bangkok  
10330 Thailand**