



## CHECKLIST: Replacing an Emergency Limited Validity Passport by Mail for U.S. citizens residing in Thailand

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

- Current emergency limited validity passport (**Required, NO EXCEPTIONS**)  
**& one clear photocopy of a bio-data page**
- [DS-5504](#), completed and **SIGNED** (same as in current passport)

### **For minor age 0-15, two additional documents are required as following:**

- Copy of a valid passport or a government issued photo ID of parent who signs the application.
  - Copy of a parental relationship evidence
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- 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)

### **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.)



- Please provide invoice number **THP**\_\_\_\_\_

**Note:** ***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:**

\_\_\_\_\_

**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 and DHL)*

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