



U.S. Department of State Passport Services

PASSENGER AIRLINE AND CARGO FLIGHT CREWS PASSPORT RENEWAL PROCEDURES

Effective January 22, 2023

To ensure the timely service for flight crew members of commercial airlines and air cargo companies, Passport Services has streamlined the passport renewal process. **This service is only available to flight crew members of commercial airlines and air cargo companies and is not offered to charter companies or company/corporate aircraft.** The provisions are subject to change. Do not share this notice with others.

These procedures describe new fees as of January 22, 2023. Note that this program is for renewing passport books only. Please see travel.state.gov/passports to renew or apply for a passport card.

Qualifications:

- Be eligible to apply on a DS-82 application
- Current passport is expired or expiring in 7 months or less
- Submit a letter from a supervisor on company letterhead that includes:
 - o Name of the traveler (applicant);
 - o Reason for the urgency of applying for a passport;
 - o Statement of need for work-related international travel;
 - o Printed name, title, and signature of the supervisor; and
 - o Date the letter was issued
- Applications for first time passports and applications to replace lost passports are not eligible

Application and Mailing Instructions:

1. Applicants must submit the following:

- DS-82 application completed, signed, and dated;
- Passport photograph taken within the last six months (see: acceptable photo standards);
- Current passport;
- Letter from supervisor on company letterhead meeting the above mentioned criteria;
- Photocopy of Airline Employee ID; and
- A check or money order in the amount of **\$211.36*** made payable to U.S. Department of State. This amount includes the passport fee, expedite fee, and overnight delivery fee

2. Applications that do not meet or follow these criteria will not be processed through the program.

3. Applications must be sent by traceable overnight delivery service to the following address. Mailing your application to any other address may result in delays in processing:

National Passport Center
44132 Mercure Circle
PO Box 1108
Sterling, Virginia 20166-1108
Attention: ACP

Service Expectations:

Every effort will be made to return passports within one week of receipt (if all requirements are met).