

ATTENTION U.S. CITIZENS!!!

Effective immediately, many passport services are available by mail. Individuals applying for qualifying services will not have to make an in-person visit to their local consulate. Detailed instructions on who qualifies and how to apply by mail are given below. These expanded services are offered as part of the Mission's continuing effort to offer the best and most efficient service to American citizens.

- DS-82 Applications for a U.S. Passport by Mail, (**Applicants' renewing their 10 year passport and name change through marriage or divorce**)
- DS-4085 Applications for Additional Visa Pages, and
- DS-5504 Applications for a U.S. Passport: (**Trade-in of Limited Passport for a full validity passport**)

## Checklist for Passport Applications

APPLICATION FORMS	WHO QUALIFIES?	REQUIREMENTS	FEES (in USD)
<b>DS-82</b> Passport application for U.S. Passport by mail	<ul style="list-style-type: none"> <li>• Those renewing a 10 year (Adult) Passport</li> </ul>	<ul style="list-style-type: none"> <li>• Original passport</li> <li>• 1 Passport photographs (5cmx5cm/ 2inch x 2inch with white background)</li> </ul>	<b>\$110</b>
<b>DS-82</b> Passport application for U.S. Passport by mail	<ul style="list-style-type: none"> <li>• Name change through marriage/divorce</li> </ul>	<ul style="list-style-type: none"> <li>• Original Marriage Certificate or Original Divorce Decree</li> <li>• 1 Passport photographs (5cmx5cm / 2inch x 2inch with white background)</li> </ul>	<b>\$110</b>
<b>DS-4085</b> Application for Additional Visa Pages	<ul style="list-style-type: none"> <li>• All Applicants</li> </ul>	<ul style="list-style-type: none"> <li>• Original Passport</li> </ul>	<b>\$82</b>
<b>DS-5504</b> Application for U.S. Passport	<ul style="list-style-type: none"> <li>• Trade-in of Emergency Passport for a full validity passport</li> </ul>	<ul style="list-style-type: none"> <li>• Original Passport</li> <li>• 1 Passport photographs(5cmx5 cm/ 2inch x 2inch with white background)</li> </ul>	<b>NO FEE</b>

Our consulates will accept these forms via DHL or MDS (Messenger & Delivery Services Holdings) courier services. To find the form(s) you need, please visit <http://travel.state.gov/passport>.

Applicants must submit all fees associated with their application in the form of a South African rand bank-guaranteed check payable to “**United States Disbursing Officer.**” Bank-draft checks must be in the amount of the service fee using the exchange rate on the date that it is received and processed by the consular section. If you are submitting an application by mail, checks must be received on or before the 25<sup>th</sup> day of the month in which the check was drawn in order to ensure that the appropriate exchange rate is used. ***However, please note that the exchange rates are subject to change and may at time change mid-month.*** All checks not reflecting the correct exchange rate will not be processed and the applicant will be asked to submit a new payment reflecting the correct amount.

**The Consulate exchange rate can be found on the Consulate website:**

<http://southafrica.usembassy.gov/service.html>

**Please note the Consulate has the discretion to request a personal appearance of an applicant.**

To take advantage of this service, applicants must:

- Complete all questions and sign the proper form (s)
- Include any applicable fees for the month in which the application is sent
- Submit the old passport to be replaced, the passport to be amended, or the passport to which pages will be added
- Include a prepaid, self-addressed, return envelope from the same courier company along with application and applicable fees. The Consulate will return both old and new documents in the prepaid envelope
- Deliver the application (via DHL) to the Consulate on or before the 25<sup>th</sup> day of the month. Checks must be drawn the same month the application is received.

**\*\*\*\*Incomplete applications or those missing a check drawn in the proper amount will be returned in the prepaid, self-addressed, return envelope and no further action will be taken.**

**If the prepaid, self-addressed, return envelope is not included with the application, all documentation will be returned via South African mail and no further action will be taken on the case.**

**If there is a problem processing the application, a letter will be sent explaining the reason(s) for return\*\*\*\***