

## Checklist for Mail-in Passport Applications

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 Application for a U.S. Passport by Mail (**Applicants' renewing their 10 year passport and name changes due to marriage or divorce**)
- DS-5504 Application for a U.S. Passport (**Trade-in of Limited Passport for a full validity passport**)

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 that is not lost/stolen or damaged</li> </ul>	<ul style="list-style-type: none"> <li>• Original passport</li> <li>• 2 Passport photographs (5cmx5cm/ 2inch x 2inch with white background)</li> </ul>	<b>\$110.00 payable in rands/dollars/major credit card or by banker's check (see below instructions for details)</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 passport</li> <li>• Original Marriage Certificate or Original Divorce Decree</li> <li>• 2 Passport photographs (5cmx5cm / 2inch x 2inch with white background)</li> </ul>	<b>\$110.00 payable in rands/dollars/major credit card or by banker's check (see below instructions for details)</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 Emergency Passport</li> <li>• 2 Passport photographs(5cmx5 cm/ 2inch x 2inch with white background)</li> </ul>	<b>Application for a full validity passport made within one year of the issue date of the emergency passport will not have to pay the fee again.</b>

Our consulates will accept these forms via DHL courier services (011 783 2867) or email [mmabatho.dikobe@dhl.com](mailto:mmabatho.dikobe@dhl.com). 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.**” Please contact the Consulate for the current exchange rate as this changes regularly on 011 290 3510.

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

To take advantage of this service, applicants must:

- Read all instructions carefully, complete all questions and sign the proper form(s).
- Include any applicable fees for the month in which the application is sent. To pay in Rand, please inquire with the consular section for the current consular exchange rate by calling 011 290 3132. Checks must be drawn the same month the application is received.
- Submit the old passport to be replaced or amended.
- 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:

**US Consulate General Johannesburg  
Attention: ACS Unit  
1 Sandton Drive  
Sandhurst 2196**

**PLEASE NOTE:**

- **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, the new passport will be kept at the Consulate until the applicant comes in person to pick it up.**
- **If there is a problem processing the application, a letter will be sent explaining the reason(s) for return.**