

# Drop Off of DS-82 Adult Passport Renewal

**Please review your DS-82 application to check for completeness and ensure that all fields are completed. Incomplete applications or damaged passports may lead to delays in processing. Please ensure that your application meets the following requirements:**

- Your product choice is checked: **U.S. Passport Book, U.S. Passport Card, or Both**
- Name is complete and matches your previous passport
- Social Security number is included
- Email address is listed and can be easily read
- A local phone number is provided
- On line #9, all other names used since birth (typically a maiden name or previous married name) are listed regardless of whether they have appeared on previous passports
- A 2"x2" photo is included that was taken within the last 6 months and has not been used in another U.S. passport. *You must not be wearing glasses.*
- The application is signed and dated.
- Third Party Authorization: I, \_\_\_\_\_, bearer of U.S. passport # \_\_\_\_\_, authorize \_\_\_\_\_, bearer of Singapore IC # or passport # \_\_\_\_\_ to drop off my passport and pay for my new passport application on my behalf.

*I understand that my passport will remain with the Embassy for approximately 7-10 working days and that any errors or omissions in my application may delay the processing of my new passport.*

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Today's Date