



# Passport Renewal Checklist

Ambassador Passport and Visa Services, Inc.,  
2811 Wilshire Blvd., Suite 720, Santa Monica, CA 90403  
Tel: (310) 828-7878 • Fax: (310) 828-7474  
[AmbassadorPassportandVisa.com](http://AmbassadorPassportandVisa.com)  
[info@ambpv.com](mailto:info@ambpv.com)

Please review the following checklist and send it along with the other required documents:

---

- COMPLETED AND SIGNED APPLICATION FORM DS-82**  
(wet signature only, signed in black ink)
- TWO (2) RECENT PASSPORT PHOTOGRAPHS**
- COMPLETED AND SIGNED AUTHORIZATION LETTER**  
(wet signature only, signed in blue ink)
- MOST RECENTLY ISSUED PASSPORT.**  
If you have been issued a passport card with this passport book, you must submit the card as well. If card is no longer in your possession, please contact our office immediately at 310-828-7878
- DOCUMENTATION IF YOUR NAME HAS CHANGED.**  
Document for name change must be the original or certified state or court-issued document.
- PROOF OF DEPARTURE DATE FROM THE USA IS REQUIRED.**  
Flight itinerary, hotel reservations, or business or organizational letter, written on the business or the organization's letterhead, on behalf of the traveler. ([click here for a sample business letter](#)). If you have further questions or comments regarding this requirement, please contact our office at 310-828-7878.
- COMPLETED AND SIGNED AMBASSADOR PASSPORT AND VISA SERVICES PASSPORT RENEWAL ORDER FORM.**  
If you are also requesting visa services, please contact an Ambassador Passport & Visa agent at 310-828-7878 for further assistance. ([click here for the order form](#))
- FEES.**  
Select the service you are requesting on the Order Form. You may pay by credit or debit card, or send a cashier's check or money order for the entire amount.
- MAILING INSTRUCTIONS:**  
**Please Forward All The Above Documents and Requirements To:**  
Ambassador Passport and Visa Services, Inc.  
2811 Wilshire Blvd., Suite 720  
Santa Monica, California, 90403  
(310) 828-7878