

# Payment Form

Please fill in and detach this form to pay by credit card

**Card Number:**

We accept Discover/Novus, Visa, Mastercard, and American Express

**Expiration Date:**

Month/Year

**Full Name:**

I authorize the Embassy of the United States to charge the above account for the passport services provided

**Signature:**

\*\*\*Passport Renewal by Mail: \$55  
\*\*\*Added Pages: no charge



## Location and Hours

The American Services, Passport Office, of the U.S. Embassy is located at 2, rue Saint-Florentin, 75001 Paris (near the Place de la Concorde, at the corner of Rue de Rivoli and Rue St. Florentin.) *Métro: Concorde.*

The office is open Monday – Friday, except on American and French holidays.

Passports: 9am – 1pm, Monday-Friday  
Notarials: 9am – 1pm, Tuesday-Friday\*

\*We do not perform notarial services on the day following official French or American holidays.

Federal Benefits: 11:30am – 3pm, Mon-Fri.

## Web Site and E-Mail Contact

Our web site provides updated newsletters from the Consul General, and more information for Americans living in France. US citizens may also subscribe to our newsletter or make inquiries by e-mailing [citizeninfo@state.gov](mailto:citizeninfo@state.gov).

## Blue Book

Our “Guide for American Citizens Living in France” contains information on passports, registration, social security, voting, taxes, marriage, doctors, translators, and other useful services. You may request one via e-mail or find it online at [www.amb-usa.fr](http://www.amb-usa.fr).



## Passport Renewals by Mail

You must apply by mail if you:

- Already have a passport that is not damaged, *and*
- Received it within the past 15 years, *and*
- Were at least age 16 when it was issued, *and*
- Still have the same name as in the passport (or you can legally document your name change).

For all other cases, you are required to apply in person.

For more information:

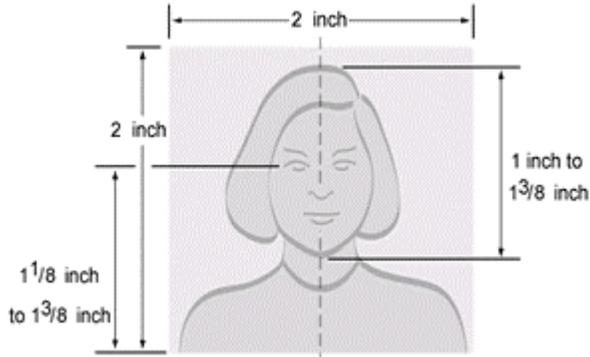
<http://www.amb-usa.fr>  
[citizeninfo@state.gov](mailto:citizeninfo@state.gov)  
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**Please mail forms to:**

Office of American Services/PPT  
2, rue St. Florentin  
75382 PARIS Cedex 08

## Application Requirements

- Fully-completed **DSP-82** form, available at [www.amb-usa.fr](http://www.amb-usa.fr). Do not forget your Social Security number.
- Two recent, identical, regulation **color** photos, **white** or **off-white background** (1cm margin from the top of your head and the top edge of the photo).



- Most recent passport, which will be cancelled and returned
- Self-addressed **Chronopost** envelope or self-addressed envelope with a **Recommandé** form and with appropriate postage for mail-back (check with the Post Office).
- For name change: certified copy of marriage certificate, divorce decree, or court order changing the name. Documents will be returned.

## Payment

Detach the payment form included in this brochure and complete it for credit card payment. You may also pay by mandat cash to the order: of “Ambassade des U.S.A.”. *Cash and personal checks will **not** be accepted.*

## Mail-in / Mail-back

We will only process passport applications if you have included a self-addressed **Chronopost** envelope or a self-addressed envelope with a **Recommandé** form for mail back. Fill out the “destinataire” information with your address. Check with the Post Office that there is sufficient postage for a **Recommandé** and that you have included all items listed under Application Requirements including payment. *Do **not** use Distingo envelopes nor Lettre or Courier Suivi.*

## Processing Time

Please allow 10 business days, in addition to normal mail time, for processing. (Emergency travel applications must be presented in person with proof of imminent travel.)

## Additional Pages to your current passport

Fill out the green DSP-19 form, available at [www.amb-usa.fr](http://www.amb-usa.fr). Mail it to us with your passport and a returned envelope (see Mail-in / Mail-back for more information). *This is a no-fee service.*

## Exchanging emergency passports:

For minors under the age of 14 exchanging emergency passports, the DS-82 application form

must be signed by the person who signed the emergency passport.

For all other minor passport applications see [www.amb-usa.fr](http://www.amb-usa.fr)

Update: October 2004