

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:

\$75

***Added Pages:

no charge



Location and Hours

The American Services Passport Office, of the U.S. Embassy, is located near the Place de la Concorde, on the corner of avenue Gabriel and rue Boissy d'Anglas. Métro: Concorde

The office is open Monday through Friday from 9:00 a.m. to 12 noon for **emergency services**, except on **French and American holidays**. Please bring your airline ticket or reservation.

Passport and Notarial Services requiring a personal appearance are available by online appointment only.

Federal Benefits (walk-in service):

9:30 a.m. – 12 noon, Monday through Friday
Telephone: 01.43.12.27.05.

Web Site and E-Mail Contact

Our website provides updated information from the Consul General and more services for Americans living in France. U.S. citizens may register online to receive information provided by the Consular Section, or make inquiries by e-mailing: citizeninfo@state.gov.

Blue Book

Our "Blue Book: 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 refer to it online at http://france.usembassy.gov/living_in_france.html.



Passport Renewals by Mail

You must apply by mail if:

- You already have a passport that is not **damaged or mutilated** and;
- You received it within the past 15 years and;
- You were at least age 16 when it was issued and;
- You still have the same name that appears on the passport (or you can legally document your name change).
- **If you meet the above requirements, please send your complete application and current passport (see next page) to the address provided below:**

**American Citizen Services/PPT
4, avenue Gabriel
75382 PARIS Cedex 08**

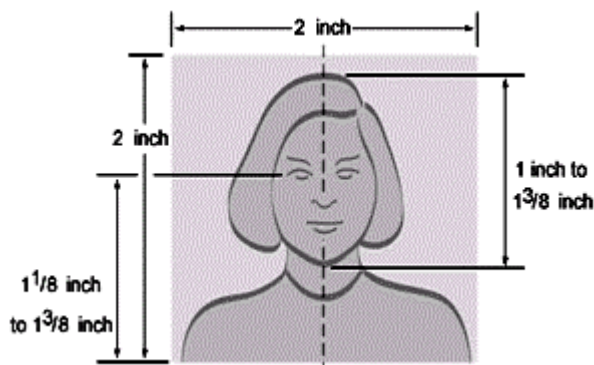
For all other cases, please visit our website under American Citizen Services, or send a letter to request an appointment.

Website: <http://france.usembassy.gov>
E-mail: citizeninfo@state.gov
Tel: 01.43.12.22.22

APPLICATION REQUIREMENTS

Complete the DS-82 form in BLACK INK.

- DS-82** form is available at: http://france.usembassy.gov/passby_mail.html
- Enter your Social Security number.
- Sign and date application form and submit:
- Two recent, identical, regulation **color** photos, **white** or **off-white background** (1 cm margin from the top of your head and the top edge of the photo);



- Most recent passport, which will be cancelled and returned;
- One self-addressed **Chronopost** envelope
- Payment.

Do not mail your application to the United States. Please send it to:

**American Citizen Services/PPT
4, avenue Gabriel
75382 PARIS Cedex 08**

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 Etats-Unis". To check the fee in euros, please see http://france.usembassy.gov/ucs_exchangerate.html, or call our cashier before 3PM at 01.43.12.20.82.

*Personal checks will **not** be accepted.*

Receiving Your New Passport

This applies to all passport applications by mail: we will only process your application if you have submitted all the necessary documents, and, a self-addressed return **Chronopost** envelope for mail service in France (one Chronopost envelope may contain several passports – maximum 8). *Enter* your address where the form says *destinataire*. *Do not use Distingo, Lettre Suivie, Lettre Max or Courier Suivi.*

Processing Time

Please allow 10 to 14 days, in addition to normal mail time, for processing. Indicate your travel plans on the passport form. If you have urgent international travel, you must apply in person with proof of your imminent travel. See <http://france.usembassy.gov/passports.html> for more details.

NAME CHANGE

Within the first year after passport issuance:

NO FEE FOR PROCESSING
Submit: fully completed DS-5504 form from <http://france.usembassy.gov/pass-name.html> and copy of marriage certificate, divorce decree, or court order changing the name. Original documents may be requested by Consular Officer, and will be returned.

Over a year after issuance of your current passport, you will need to apply for a new passport. Submit: fully completed DS-82 form available on the Embassy site (see above) + copy of marriage certificate, divorce decree, or court order changing the name. Original documents may be requested by Consular Officer. The fee is \$75.

Adding Pages to Your Current Passport

Complete the green DS-4085 form, available on the Embassy site (see above). Mail it to us with your passport and a return envelope (see Receiving Your New Passport above). *This is a no-fee service. Processing time: approximately one week.*

Exchanging Emergency Passports:

Fully completed DS-5504 form available on the Embassy site (see above). Please follow all the instructions for applying for a passport renewal by mail. If your emergency passport is still valid, there is no fee for this service.

For **minors under the age of 16**, exchanging emergency passports, the parent or guardian who signed the emergency passport must sign the DS-5504 application form. On the signature line, the mother or father must print the child's name and sign his/her own name. Then, after the parent's signature, in parentheses, write (mother) or (father) or (legal guardian).

February 2009