



## Adult U.S. Passport Renewal by Mail Checklist

Please ensure you include **all** required documents in your application package before sending it to the United States Embassy. Failure to include all required documents will result in delays in processing your application.

Embassy of the United States of America  
Attention: U.S. Citizen Services  
14 Lossen Street  
Ausspanplatz, Windhoek, Namibia

- Your [completed DS-82 passport application](#), hand-signed and dated, printed single-sided on plain white paper. Please do not fold your application.
- Your original, undamaged U.S. passport which meets all criteria listed on our [website](#).
- Proof of payment via [Pay.gov](#) of the \$130 USD passport application fee. We do not accept cash or checks when renewing by mail.
- One recent [U.S. passport-sized photo](#) (5cm x 5cm) taken against a solid white background, free of eyeglasses or impermissible [head coverings](#), with a neutral expression.
- Pre-paid [NamPost "EasyPack 1"](#) with pre-completed waybill to return your new and previous passports to you. **Must be a Namibian delivery address.**
- (If applicable)** If [changing your name](#), the original or a certified copy of your marriage certificate, divorce decree, or court-ordered name change document.
- (If applicable)** Applicants without a Social Security Number (SSN) must also [complete a signed statement](#) that they have never been issued a SSN.