

# Warren County Clerk's Office

Warren County Courthouse  
413 Second Street, Belvidere, NJ 07823



Holly Mackey, Warren County Clerk  
Emily J. Swanson, Deputy Clerk

Telephone: 908-475-6211

## Passport Renewal - Adult Applicants (10 year passport only)

The DS-82 Application can only be used for passports that have been expired less than 5 years.  
Website: [travel.state.gov](http://travel.state.gov) – Applicants who qualify may now renew online. Visit the website for details.

**Current processing times are listed in red below.**

	<p>1. <b>Download and Print form DS-82.</b> Use Black pen only. Do not use whiteout on the application. Be sure to complete all sections, sign and date your application</p>
	<p>2. <b>Provide Proof of US Citizenship:</b></p> <ul style="list-style-type: none"><li>• Attach your expired/expiring Passport Book or Card (or both), staple the page with your photo on it, to the last page of the application and paperclip closed. This is your proof of US Citizenship. No other form of citizenship can be used with this application.</li><li>• If your name has changed and you still meet the requirements for renewal, submit the original marriage certificate, divorce decree or court order showing the name change with your DS-82 application.</li></ul>
	<p>3. <b>Photo Requirements: Attach Photo with Staples where indicated on application. Our office can take photos by appointment for \$10 each.</b></p> <ul style="list-style-type: none"><li>• Acceptable passport photo must be clear and in color, reproduces skin tones accurately, and is properly exposed with no shadows. White background only. No glasses or hats.</li><li>• No uniforms, clothing that looks like a uniform, or camouflage attire.</li><li>• Do not wear white.</li></ul>
	<p>4. <b>Fees: Checks or money orders made payable to "U.S Department of State"</b></p> <p><b>Routine: up to 4-6 weeks</b></p> <ul style="list-style-type: none"><li>• Passport Book \$130</li><li>• Passport Card \$30</li></ul> <p><b>Expedited Fee is \$60 additional per application (2-3 weeks)</b></p> <p><b>Extra Expedited Delivery Options:</b></p> <ul style="list-style-type: none"><li>• Priority Express Down Fee \$28.75 (Cash only) – paid to the USPS when you send in your application. USPS guarantees 1-2 day delivery with Priority Express.</li><li>• Overnight Return Fee \$21.36 (Must be added to the total application check made out to the U.S Department of State). – The overnight return fee does not apply if you are applying for the passport card ONLY.</li></ul>
	<p>5. <b>Mail to the address indicated on the application via USPS tracking only.</b></p>