



Checklist for a U.S. Passport for Adults

Renewing by Mail - 郵寄大人10年護照更新文件清單

American Citizen Services American Institute in Taiwan

Please use this checklist to prepare your application for passport renewal by mail.

請利用本清單準備所需更新護照之文件。

Use A4 or letter size paper for photocopy. Place one passport or document per page. Do NOT trim the photocopy.

請用A4或8.5"x11"紙張影印，一張紙影印一本護照或一份文件，影本請勿裁切。

Signed, completed application for a U.S. Passport (Form DS-82). Use black ink only. Do not correct.

填寫完整的申請表〈DS-82〉請簽名。只可以使用黑筆，表格不可塗改。

Check, your application form is "DS-82" (see bottom left-hand corner of the form).

確認申請表是DS-82 (詳表格左下角)。

Include applicant's Social Security Number in the application form.

申請表上請務必填寫申請人的社會安全卡號碼。

Your most recent U.S. passport: original and **1 photocopy** (page with the photo and signature).

Please sign your passport.

您現有的護照：正本及**1份影本**〈請影印相片及簽名頁，正本護照需簽名〉。

1 photograph taken within the last six months: **2 x 2 inch or 5 x 5 cm**.

The size of the photo is a square shape. No glasses allowed in the photo. We will not be able to accept your application if the photo does not meet the requirements.

申請人相片1張：**2 x 2吋或5 x 5公分正方形相片**〈注意！相片規格與台灣護照不同〉，必須是最近六個月內拍攝的且不可戴眼鏡。若相片不符規定將無法收件。

Proof change place of birth (if applicable). 更改出生地證明〈如適用〉。

Complete the courier form for passport delivery. 填寫護照快遞單。

Application fee paid in USD or TWD money order. 護照申請費以美金或台幣匯票支付。

Application fee for a passport USD 130 or equivalent NTD. 護照申請費美金130元或等值台幣

Application fee for a passport card (if applicable) USD 30 or equivalent NTD. 護照卡申請費美金30元或等值台幣

Please send the package by registered mail to one of the following addresses 請使用掛號郵件寄至 (擇一)：

American Citizen Services 美國公民服務科

American Institute in Taiwan 美國在台協會

100 Jinhua Road, Neihu Dist., Taipei 114017

114017台北市內湖區金湖路100號

American Citizen Services 美國公民服務科

American Institute in Taiwan 美國在台協會

5F, 88 Chenggong 2nd Road, Qianzhen Dist., Kaohsiung 80661

80661高雄市前鎮區成功二路88號5樓

Please visit our website <https://www.ait.org.tw/u-s-citizen-services/passports/> for additional details and instructions regarding application processes for passports and other services.

護照申請詳細規定及說明，請上AIT網站查詢 <https://www.ait.org.tw/zhtw/u-s-citizen-services-zh/passports-zh/>