

## RENEWING YOUR PASSPORT USING COURIER SERVICE

Not everyone can renew their passport using the courier service, you must check our website (<https://ec.usembassy.gov/u-s-citizen-services/passports/renewing-your-u-s-passport/>) to find out if you qualify to use this service. This process takes 25 to 30 **business** days.

- Print and complete [Form DS-82](#), including page 1 of the instructions (print on one-sided pages only). **Here are some important details not to miss:**
  - a) Remember to **sign and date** your application. You must sign the form using the same signature that appears in your last passport. If your signature has changed since your last passport renewal, please provide legal proof of new signature (examples include: copy of residence card, driver's license, federal or state-issued ID, or another passport).  
**\*If the application is missing the date and/or the signature, your application will be returned and you will have to pay the courier service again**
  - b) If you are filling the form by hand, please use **black ink**.
  - c) **Field # 5** – You must provide a Social Security number, if you have been issued one, in accordance with 22 U.S.C. 2714a and 22 C.F.R 51.60(f). Failure to do so can substantially delay processing time.
  - d) **Field # 6** – You must provide an e-mail address; all communications are done by e-mail.
  - e) **Field # 7 & 8** – You must provide a **local** telephone number (in Ecuador) and address. This is for information purposes; the passport will be shipped to the DHL agency of your choice.
  - f) **Field # 9** – You must include your birth name, maiden name, or other names that you have used legally. For dual citizen (Ecuadorian/U.S. Citizen), you must include both last names as is on their Ecuadorian ID.
  - g) **All fields should be filled out correctly and completely, failure to do so can delay processing time or even have your application returned.**
- Photo:** Include a 2" x 2" (5 cm x 5 cm) color photo with a white background that was taken within the past six months. Please write your name on the back of the picture and make sure that the picture complies with the [requirements](https://travel.state.gov/content/passports/en/passports/photos/photos.html) (<https://travel.state.gov/content/passports/en/passports/photos/photos.html>).  
**\*If your picture does not comply with the requirements, your application will be returned and you will have to pay the courier service again.**
- U.S. Passport and Bio Page Copy:** Include the U.S. passport you are renewing along with a photocopy of its biographic page. The photocopy can be in color or black/white.  
**\*If we do not receive your passport, your application will be returned and you will have to pay the courier service again.**
- Name change documents (if applicable):** If the name you are currently using is different from the name on your most recent U.S. passport, you must provide a certified copy or original of the U.S. legal name change document. Examples include: U.S. Marriage certificate, U.S. Divorce decree or U.S. Court-ordered name change document.
- Online Payment:** Pay the \$130.00 passport application fee via Pay.gov, the U.S. government's secure payment site (check <https://ec.usembassy.gov/u-s-citizen-services/passports/renewing-your-u-s-passport/> for the link for Pay.gov). **We cannot accept cash or personal checks (even from U.S. bank accounts); if you do not qualify to use this service and make the payment online, you will not receive a refund.**  
**Print and Include Payment Confirmation:** Upon successful payment of the fee, you will receive a confirmation email with the receipt of electronic payment. Print out the electronic payment confirmation and include it in the package you send to the Embassy or Consulate. If you would like to apply for or renew a passport card, please check our [website](#).  
**\*If we do not receive the payment confirmation, your application will be returned and you will have to pay the courier service again.**
- Mail your application and all supporting:** Go to your nearest authorized DHL agency and all supporting documentation/requirements. Only selected DHL locations are authorized to process this service, please check the following link to find the closest authorized agency: <https://bit.ly/reddhlexpressecuador> or call 1-800-DHL-DHL.