



## U.S. Department of State Passport Services

### **AIRLINE PILOTS AND FLIGHT CREWS PASSPORT RENEWAL PROCEDURES DURING COVID-19 June 16, 2020**

Due to public health measures in place to prevent the spread of COVID-19 and our efforts to further prioritize life and death/humanitarian emergencies at our public counters, we have extremely limited U.S. passport operations.

**Effective June 22, 2020, airline flight crews will no longer be permitted to schedule an appointment at a passport agency to renew their passport. Instead, airlines are instructed to inform their employees to mail their renewal applications following the instructions below to the National Passport Center (NPC).**

Pilots and flight crew members can expect to receive their newly issued passport within one week of submission to the National Passport Center (NPC). Only passport books will be issued from this central location. These temporary provisions are in effect only during this public health crisis.

#### **Qualifications**

- Be eligible to apply on a DS-82 Application
- Current passport is expired or expiring in 7 months or less.
- Submit a letter from a supervisor on company letterhead that includes:
  - Name of the traveler (applicant);
  - Reason for the **urgency** of applying for a passport;
  - Statement of need for work-related international travel;
  - Printed name, title, and signature of the supervisor; and
  - Date the letter was issued

#### **Application and Mailing Instructions**

1. Applicants must submit the following:
  - DS-82 application completed, signed, and dated;
  - Passport photograph;
  - Current passport;
  - Letter from supervisor on company letterhead meeting the above mentioned qualifications; and
  - A check or money order in the amount of \$187.13 made payable to U.S. Department of State. This amount includes the passport fee, expedite fee, and overnight delivery fee. For information regarding passport fees, please visit [travel.state.gov](https://travel.state.gov).
2. Applications must be sent by traceable overnight delivery service to:

**National Passport Center  
207 International Drive  
Portsmouth, NH 03801  
Attention: ACP**

## **Service Expectations**

Completed passports will be returned using an overnight delivery service. **Please be sure the application includes a physical mailing address and not a P.O. Box.**

Every effort will be made to return passports within one week of receipt. For instance, applications received on Monday will typically be completed and returned by Friday of the same week.

### **Note Regarding Requesting a Second Valid Passport**

Flight crew members may wish to consider applying for a second, limited validity passport (4 years) when renewing their passport. This will give them greater flexibility, particularly if they need to get visas, when traveling domestically and overseas. To apply for a second passport, applicants must also include in their application package:

- A second DS-82 application (with photograph) completed, signed, and dated;
- A signed statement describing the need for a second passport (if language is not already included in the company letter); and
- Additional amount of \$170.00, included in the payment amount, for a total of \$357.13.

We look forward to serving you in this way and thank you for your continued understanding and patience during these unprecedented times.