

PASSPORT BY MAIL

One passport photograph, 2in x 2in (5cm x 5cm) set against a white background, taken in the last six months. No eyeglasses allowed in passport photos.

Make a cover sheet and list your address, email, phone number

You **may be eligible** to renew your passport and/or change your surname on your passport **by MAIL**. This program is meant to save you time and travel expenses. *It is easy, convenient, and secure.* You can prepare your passport application package at any time and the process may take up to **five to six weeks** from the date we receive your application to when you receive your new passport book by mail. If you are renewing your passport card by mail please expect six weeks to receive your replacement card.

Benefits to applying by mail:

- You do not need to travel to the Embassy and wait to be interviewed by a Consular officer.
- Processing time to renew passports by mail is the same as applying in person.
- You can complete your application at your home, saving you time and money.
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ANNOUNCEMENT: Beginning July 18, 2021, U.S. Embassy Bangkok began accepting online fee payments for adult U.S. passport renewal applications. Paying online allows you to mail your application to the U.S. Embassy without the need to apply in person. Qualifying adult passport renewal applicants may pay the \$130 passport renewal fee online via U.S. or international credit or debit card, electronic funds transfer from a U.S.-based bank account, Amazon Pay, or Pay Pal. **All [DS-82 adult passport renewal applications](#) must be mailed to the U.S. Embassy in Bangkok. There are no appointments available to renew adult passports at U.S. Consulate General Chiang Mai.** Customers who appear at U.S. Consulate General Chiang Mai requesting adult passport renewal (Form DS-82) will be required to mail their passport application to U.S. Embassy Bangkok. In-person appointments are available for individuals who are required to submit a [DS-11 passport application](#) (minor applicants, first-time adult, first application after a lost/stolen passport). See our [FAQ page](#) for more information on this new process.

Please note that the online fee option is limited to U.S. citizens residing in Thailand. U.S. citizens who reside outside of Thailand are *not* eligible for the online fee payment option at this time. Online fee payment is currently available for [passport book renewals only](#).

As of April 10, 2023, the Embassy/Consulate will no longer issue passport linkage letters with newly issued passports. If a Thai government office requests one, your cancelled passport and your newly issued passport will suffice. You may download this [letter](#) (PDF 70KB) in Thai and English that explains the change in Embassy policy.

1. Acknowledge the disclaimers and notices
2. Verify your eligibility
3. Visit [the Pay.gov link](#)
4. Pay for the U.S. passport
5. Await email confirmation for passport payment
6. Print email confirmation of passport payment
7. Fill out DS-82 Application including signature and photo

8. Visit [Thailand Post Mart link](#)
9. Pay for the Courier Pass Back
10. Await email confirmation for a courier pass back payment
11. Print email confirmation of a courier pass back payment
12. Mail email confirmation for passport payment, signed DS-82 application, prior passport, Email confirmation for a courier pass back payment, and photo via mail/courier to the U.S. Embassy in Bangkok

**Passport-by-Mail Service
ACS/Consular Section,
U.S. Embassy,
95 Wireless Road,
Bangkok 10330, Thailand**