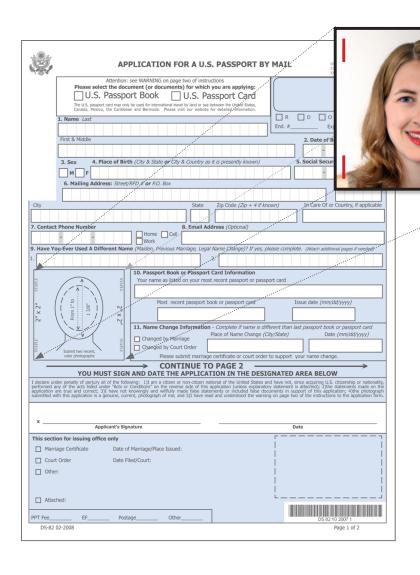# Helpful Hints for Mailing Your Completed DS-82
Application for a U.S. Passport by Mail

▶ **Staple 1 photo to Application as shown.**

- Use 4 staples vertically in the corners as close to the outer edges as possible.
- In the example to the left, the red lines represent staples.

▶ **Please do not bend the photo.**

▶ **We do not accept cash or postage stamps.**

▶ **We recommend submitting the application in a sturdy, weatherproof envelope that does not require the application to be folded.**

▶ **If mailing with Routine Service:**

National Passport Processing Center
Post Office Box 90155
Philadelphia, PA 19190-0155

▶ **If mail with Expedited Service:**

National Passport Processing Center
Post Office Box 90955
Philadelphia, PA 19190-0955

▶ **If you are paying the Expedite Fee, write "EXPEDITE" clearly on the outside of the envelope.**