



Adult Passport Renewal (DS – 82) Checklist
American Citizen Services
U.S. Embassy, Dhaka

Please complete this Checklist in full for each Adult passport renewal (DS-82) application. Note that it takes 15 (fifteen) business days from the application submission day to renew an adult passport. However, if you have a trip planned within 15 business days of the DS-82 application submission, DO NOT submit your original passport with the application; instead, submit a photocopy of your current passport’s bio page.

NOTE: If you do not submit your old U.S. passport along with your passport renewal application, you will not receive your new passport until your old passport is cancelled. Remember to submit your old U.S. passport to the Saimon Global Limited office for cancellation.

1. Applicant’s Name (as appears on the current passport): _____
 2. Date of Birth & Place of Birth: _____
 3. Local Mailing address: _____
 4. Local cell phone number: _____
 5. Emergency contact person’s Name, Address, Phone number and Relationship: _____
6. Choice of pick-up point for the renewed passport:
 ___ Saimon Global (**Dhaka**) ___ Saimon Global (**Chattogram**) ___ Saimon Global (**Sylhet**)

Checklist of Documentary Requirements:

Please mark (X) or write (N/A) to confirm the documents are presented and arranged in the following order to help expedite the process:

- ___ Online filled in DS-82 (Adult Passport renewal application) and signed & dated by the applicant.
- ___ Recent (taken within 6 months) two colored Photographs with White Background & 2” x 2” sized.
- ___ Original passport and photocopy of the passport’s bio page (only if you have a travel planned within 15 business days). The passport must be signed.
- ___ Original Bank Draft for the Adult passport renewal application.
- ___ The Mailing address field in DS-82 must be the local residing address.
- ___ The Contact number field in DS-82 must be the local contact number.
- ___ The Emergency field in DS-82 should be filled in.
- ___ The Email address field in DS-82 should be fill in to receive passport completed notification email.



Submission Receipt



- Applicant’s Name (as appears on the current passport): _____
- Date of Birth & Place of Birth: _____
- Choice of pick-up point for renewed passport:
 ___ Saimon Global (**Dhaka**) ___ Saimon Global (**Chattogram**) ___ Saimon Global (**Sylhet**)

Applicant Signature & date: _____

The bottom part of the checklist will be retained by the customer.

Saimon Global Limited