



# Simplified Renewal of U.S. Passport

## Required documents and information for eligible individuals

***The simplified procedure to renew U.S. passports through the Foreign Interests Section of the Embassy of Switzerland in Tehran can only be used by individuals who can confirm all statements hereafter with a clear “Yes”. Should one or several points result in a “No”, please refer to the information leaflet “Ordinary Renewal of U.S. Passport”.***

- *I can submit my most recent U.S. passport book and/or U.S. passport card with this application.*
- *I was at least 16 years old when my most recent U.S. passport book and/or passport card was issued.*
- *I was issued my most recent U.S. passport book and/or passport card less than 15 years ago.*
- *The U.S. passport book and/or U.S. passport card that I am renewing has not been mutilated, damaged, lost, stolen or subsequently found.*
- *My U.S. passport has not been limited from the normal ten year validity period due to passport damage/mutilation, multiple passport thefts/losses, or non-compliance with 22 C.F.R. 51.41. (Please refer to the back pages of your U.S. passport book for endorsement information).*
- *I use the same name as on my most recent U.S. passport book and/or U.S. passport card*  
*or*  
*I have had my name changed by marriage or court order and can submit proper original or certified documentation to reflect my name change.*

- **Original U.S. passport** of the applicant
- **Original valid Iranian passport of the applicant;** if, for important reasons, a valid Iranian passport is not available, please contact this office beforehand by phone to inquire about alternative options.
- **PLEASE NOTE:** if there is a difference of **more than 14 days** between the date of birth listed on the applicant’s U.S./Iranian passports, the original **Iranian birth** certificate (shenasnameh) of the applicant with its official English translation, certified by the Iranian Ministry of Foreign Affairs along with a self-written statement in English regarding the discrepancy are also required.
- **U.S. social security card** of the applicant, if not available the U.S. social security number would be sufficient .If the applicant has never applied for a Social Security number, the relevant application has to be made mandatorily together with the passport application and additional documents have to be presented.

[www.eda.admin.ch/dam/countries/countries-content/iran/en/US-Forms/SS-5-FS\\_08-2011\\_FI-public.pdf](http://www.eda.admin.ch/dam/countries/countries-content/iran/en/US-Forms/SS-5-FS_08-2011_FI-public.pdf)

- **Two identical passport pictures**, 5 x 5 cm, front view, full face, white background, printed on non-glossy paper, no airbrush and without eye glasses. Please do not staple or glue the photo to your application.  
[www.eda.admin.ch/dam/countries/countries-content/iran/en/us-leaflets/US-Passport-PhotoRequirements\\_en.pdf](http://www.eda.admin.ch/dam/countries/countries-content/iran/en/us-leaflets/US-Passport-PhotoRequirements_en.pdf)
- **Passport fee “simplified application”** payable only by bankcard in Iranian Rial.  
[www.eda.admin.ch/dam/countries/countries-content/iran/en/us-leaflets/US-fees-consular-services\\_en.pdf](http://www.eda.admin.ch/dam/countries/countries-content/iran/en/us-leaflets/US-fees-consular-services_en.pdf)
- All **personal information** as required by the passport application form DS-82 has to be completed **before** arriving for your appointment. Please do **not sign** the form. Applicants who have not completed their forms will be asked to reschedule.  
[www.eda.admin.ch/content/dam/countries/countries-content/iran/en/US-Forms/DS-82\\_06-2016\\_FI-public.pdf](http://www.eda.admin.ch/content/dam/countries/countries-content/iran/en/US-Forms/DS-82_06-2016_FI-public.pdf)
- *If applicable*, proper original or certified **documentation to reflect name change** (e.g. marriage certificate, court order)
- Applicants can submit the mentioned documents by **appointment only**. Appointments can be received by phone exclusively. No-shows or **late arrivals** will be asked to reschedule.

#### PLEASE NOTE

- **A U.S. Consular Officer at any U.S. Embassy/Consulate can request whatever documents he/she finds necessary in connection with U.S. citizenship documentation. Therefore, you might be asked to present additional documents for adjudication of your case.**
- **Only complete applications can be accepted and further processed without any exceptions. Incomplete files will be refused and you would be required to make a new appointment to present your updated application.**