



New Passport Checklist

IMPORTANT INSTRUCTIONS

If an item has **COPY** listed next to it, you must include a copy inside the FedEx envelope (in addition to the sealed documents)
Under NO circumstances can we open a sealed passport application.

DS-11 Passport Application

The DS-11 must be filled out online - it **cannot be handwritten**, or be printed double-sided. Only sign the DS-11 in the presence of an acceptance agent.

COPY

Travel Itinerary or Business Letter

Must show departure date within 14 days. The travel itinerary dates **MUST** match the departure date on the DS-11 (For business letter it must be printed on company letterhead).

COPY

Passport Photo

Must meet the government requirements, including but not limited to: 2"x2" photo with a white background - Include an additional photo as the "copy". No Hats, glasses or uniforms.

COPY

Proof of Identification

Copies (front & back) of a valid State issued Driver License (or ID Card)
Must have been Issued more than 6 months ago

COPY

Proof of Citizenship

A state issued ORIGINAL or certified copy of your birth certificate with a **RAISED SEAL** OR certificate of citizenship OR certificate of naturalization.

Government Application Fees

A money order or check (no starter or temporary checks) for **\$170.00 or \$200.00** (if optional passport card selected) pay to the order of is "**US DEPARTMENT OF STATE**"
(DO NOT ABBREVIATE)

Authorization Letter (USE BLUE INK TO FILL THIS OUT)

This letter allows Expedited Passports & Visas to act on your behalf to expedited your passport. It must be filled out **exactly like the provided sample**, but must be hand filled by you. Do not forget to enclose a copy of this inside the FedEx envelope. Parent should sign.

COPY

PROCEED TO ACCEPTANCE AGENT

Once you have all the documents and copies; proceed to a Passport Acceptance Clerk. The Clerk will watch you sign your DS-11. Then the Clerk will take all the above documents and seal them.

(if you don't have copies yet, do not seal your documents, Copies are Required!).

Do NOT Give the Copies to the Clerk, **Include the Copies in the FedEx Envelope.**

The Clerk will charge \$25.00 payable at the time the service is executed.

Tell the clerk you are expediting through a third party, they will give you the sealed envelope.

SEND DOCUMENTS via FEDEX

Make sure the sealed envelope has your name, date of birth and travel departure date written on it. Make sure everything that has a **COPY** is included (in addition to the sealed envelope) inside the FedEx envelope. **Use the prepaid FedEx label provided.**