



New Passport Checklist

TO AVOID DELAYS IN PROCESSING YOU MUST COMPLETE A QUALITY CONTROL CHECK WITH YOUR CASE MANAGER PRIOR TO RECEIVING A SHIPPING LABEL.

DS-11 Passport Application

The DS-11 must be filled out online - it **cannot be handwritten**, or printed double-sided. Do not sign the DS-11 application until instructed by a passport clerk.

Proof of Travel

Must have a flight or hotel confirmation that shows travel within 14 calendar days. Departure date must be listed on the DS-11 (business letters must be printed on company letterhead).

Passport Photo

Must meet the government requirements, including but not limited to: 2"x2" photo with a white background - Do not wear white, no glasses, hats, or uniforms.

Proof of Identification

Copy (front & back) of a valid State-issued Driver License (or state identification card) **Must have been issued more than 6 months ago**

Proof of Citizenship

A state-issued ORIGINAL or certified copy of your birth certificate, with a raised seal, **OR certificate of naturalization**

Government Application Fees

Money order or Cashier's check only, made payable to US DEPARTMENT OF STATE

Amounts vary based on products. Passport Book: \$190 OR Passport Book and Card \$220

Authorization Letter (USE BLUE INK TO FILL THIS OUT)

This letter is provided to you by your case manager. It authorizes our courier to submit your documents to the US Department of State on your behalf. Print this letter then complete it by hand using a blue pen. The form must be completed neatly, **DO NOT USE A MARKER WHEN COMPLETING THIS LETTER.**

PROCEED TO ACCEPTANCE AGENT

Once you have gathered all the necessary items above, you must visit a passport acceptance clerk. The clerk will witness you sign your DS11, then take all the above documents and seal them into an envelope. Please contact us if you have any issues with the passport clerk as this step is critical and any issues here can result in delays while processing your passport.

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

SEND DOCUMENTS via FEDEX

Place the sealed envelope into a FedEx envelope, then affix the shipping label to the FedEx envelope.

Make sure the sealed envelope has your name, date of birth, and travel departure date written on it. You must use the shipping label provided by your case manager, do not purchase another label.