



# Passport Renewal Checklist

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

## DS-82 Passport Application

The DS-82 must be filled out online - it **cannot be handwritten**, or be printed double-sided. **Once printed, you must sign and date your application.**

## 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-82 (Business letters must be listed 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 hats, glasses, or uniforms.

## Proof of Identification

Copy of both sides of a valid State-issued Driver's License (or State Identification Card). **Must have been Issued more than 6 months ago**

## Government Application Fees

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

**Amount varies based on product. Passport Book: \$190 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. This form must be completed neatly (DO NOT USE MARKER)

## Old Passport Book

Your current passport book must be sent in. This passport must be in good condition and have a full 10 year validity period. Can't be expired for more than 5 years.

**\* The DS-82 and letter of authorization must be dated for the day you intend to ship the documents. Failure to do this may result in documents being returned to you.**

## SEND DOCUMENTS via FEDEX

Use the prepaid FedEx label provided and send all of the above documents in a **FedEx Express Envelope**