

PROMPTPASSPORTSERVICES.COM

2324 South Lambert Street

Philadelphia, PA 19145

215-397-1135

LOST/STOLEN PASSPORT CHECKLIST

Authorization Letter

- Print two (2) copies of the authorization letter. Fill out with a pen. This allows us to act as an agent on your behalf. Place one copy inside of the sealed envelope and one outside of the sealed envelope.

DS-64 Form

- Print out and neatly fill in form. Original will be included in sealed envelope.

DS-11 Form, Passport Application

- This application MUST be completed printed correctly. Please click "Create Form" at the end of the application. The newly created application will have two barcodes, one on the top left and another on the bottom right. Both barcodes must be present. Do not sign. You will be directed to sign by the acceptance agent.

Order Form

- This form needs to be completed in order to contact you when we receive your documents and for return shipping purposes.

Proof of Identification

- Print two (2) copies of valid driver's license with photograph issued more than six (6) months ago.

Proof of Citizenship

- Provide a state issued original or certified copy of your birth certificate, certificate of naturalization or citizenship. The original will be included in the sealed envelope (This will be returned with your passport).

Travel Itinerary

- Print two (2) copies of your travel itinerary from an airline or travel agency. Ensure that the travel date on your itinerary matches the date on your application. One copy will be included in the sealed envelope and the other copy will be placed outside the sealed envelope. If you have any questions regarding this step, please call 215-397-1125.

Government Fees

- A check or money order made payable to the "US Department of State" in the amount of \$170. Temporary or starter checks will not be accepted. Note: Make sure that you spell out the check amount in the proper format (One Hundred Seventy and 00/100). Place the original check in the sealed envelope.

Two Identical Passport Photos

- Include two identical passport photos which have been professionally taken. These must meet the government requirements. Place the original photos inside the sealed envelope.

Acceptance Agent / Sealed Envelope

- All lost/stolen/damaged passport applicants must visit an acceptance agent, such as a postal clerk, to have their documents sealed by a Federal Official (Note: This is not the same thing as a Notary). Do not let the Acceptance Agent submit your application for you, as you will be sending your application to PASSPORTS2TRAVEL.COM for processing. Make sure the government acceptance agent writes the applicant's name and date of birth on the outside of the sealed envelope. DO NOT OPEN THIS SEALED ENVELOPE OR YOUR APPLICATION WILL NOT BE PROCESSED

Confirm Reservation

- Call 215-397-1135 to confirm your reservation. DO NOT SHIP YOUR PACKAGE TO THE ADDRESS LISTED ON THE GOVERNMENT FORM. This address is not for our expedited service and if you use this address, your passport will not be expedited but will be processed through normal government means.

Please ship:

1. Sealed envelope from acceptance agent
2. (1) copy of your itinerary
3. Prompt Order Form
4. (1) Letter of Authorization filled out with a pen

Same day service and 48hr service must be shipped "First Overnight" Thru FedEx with NO SIGNATURE REQUIRED. If it is delivered past 8:30am it will not be processed until next day.

To:

PROMPT PASSPORT SERVICES
2324 South Lambert Street
Philadelphia, PA 19145

I hereby certify that I have performed the above requirements to the best of my ability.
I understand that the U.S. Department of State could suspend my case in the event that my package is incomplete.

Sign

Date