

PROMPTPASSPORTSERVICES.COM

2324 South Lambert Street

Philadelphia, PA 19145

215-397-1135

NEW PASSPORT CHECKLIST

Please initial next to each of the requirements below.

Please enclose a copy of your checklist outside of the sealed envelope.

Authorization Letter

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

DS-11 Passport Application

- This application MUST be filled out online and printed correctly or it will be rejected by the Department of State. You must click "Create Form" at the end of the application. The newly created application will have two bar codes, one on the top left side and one on the bottom right side.

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

- 1 copy of valid driver's license or state I.D. with photograph issued more than six 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 2 copies of your travel itinerary. Ensure that the name and travel date are on your itinerary. They must match the name and date on your application. One copy must be included in the sealed envelope and the other copy on the outside of the sealed envelope.

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.

Sealed Envelope

- Make sure the government agent, such as the postal clerk, writes the applicants name, date of birth and departure date on the outside of the sealed envelope. Note: A \$25.00 fee will be charged by the agency sealing your package. This will be paid at the time you get your package executed.

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