

PROMPT PASSPORT SERVICES

Required Document Checklist — Standard Lost or Stolen U.S. Passport Requirements

1. REQUIRED DOCUMENTS

☐ DS-11 Application Form

Complete Form DS-11 online via the official government tool and print single-sided. **CRITICAL: Do NOT sign it yet.** You must sign it in person before an authorized Acceptance Agent.

☐ DS-64 Statement Regarding Lost or Stolen Passport

Complete Form DS-64 online or by hand using black ink. This form officially reports your previous passport as missing to protect your identity. Provide one printed copy.

☐ Proof of U.S. Citizenship (Original + Copy)

Provide an original or certified copy (returned to you by the government). Accepted: Long-form Birth Certificate (raised seal), undamaged previous older U.S. Passport, or Naturalization Certificate.

☐ Valid Photo ID & Copy

Provide a current Driver's License or State ID plus a clear, single-sheet photocopy of the front and back. Note: *If your ID was issued within the last 6 months, provide two secondary IDs.*

☐ Passport Photo

One (1) recent 2x2 inch color photo on high-quality photo paper with a plain white background. No glasses, hats, or filters. Must be under 6 months old.

☐ Government Fee (Check or Money Order)

Personal or cashier's check made out exactly to "**U.S. Department of State**" (write full name & DOB on memo line). Cash/credit not accepted.

- **Standard Adult Passport Book: \$153.36** (Includes government routine processing fee and 1-2 day return shipping)
- **Standard Adult Passport Book & Card: \$183.36** (Passport card ships separately via standard mail)

2. IN-PERSON IDENTITY VERIFICATION & SUBMISSION

Take all required items listed in Section 1 to a local Passport Acceptance Facility (Post Office or County Clerk office).

- **Verification:** The agent will verify your identity, witness your signature on the DS-11, and process your DS-64 report.
- **Direct Government Shipping:** Once executed, the acceptance agent will package your documents securely and ship them directly from their facility to the Passport Agency. You do not need to take or ship any envelopes yourself.