

PROMPT PASSPORT SERVICES

Required Document Checklist — Expedited Damaged 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.

☐ The Damaged Passport

You must bring and submit the physical damaged passport book. It will be retained by the government during the replacement process.

☐ Signed Damage Statement

Provide a clear, signed statement explaining in writing how the damage occurred to your passport. Provide one printed copy to hand to the agent.

☐ 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.

- **Expedited Adult Passport Book: \$213.36** (Includes government fee, expedited processing fee, and 1-2 day return shipping)
- **Expedited Adult Passport Book & Card: \$243.36** (Includes government fee, expedited processing fee, and 1-2 day return shipping)

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, inspect your damaged book and statement, and witness your signature on the DS-11 form.
- **Direct Government Shipping:** Once executed, the acceptance agent will safely bundle your paperwork and ship it directly from their facility to the Passport Agency. You do not need to ship any envelopes or packages yourself.