

# PROMPT PASSPORT SERVICES

## Required Document Checklist — Standard 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. The government will keep it as part of the replacement file.

#### ☐ Signed Damage Statement

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

#### ☐ 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, inspect your damaged book alongside your explanation statement, and witness your signature on the DS-11 form.
- **Direct Government Shipping:** Once executed, the acceptance agent will bundle your paperwork securely and ship it directly from their facility to the Passport Agency. No shipping packages or courier labels are required on your part.