

# PROMPT PASSPORT SERVICES

## Required Document Checklist — Emergency Passport Renewal Requirements

### 1. REQUIRED DOCUMENTS

☐ **DS-82 Application Form**

Complete Form DS-82 online via the official government tool, print it single-sided, and sign and date it by hand.

☐ **Letter of Authorization (LOA)**

Provide ONE (1) signed copy. This form authorizes our service to manage and submit your application package securely.

☐ **Current or Expired Passport**

You must submit your most recent passport book with your application. It must be undamaged and issued within the last 15 years.

☐ **Passport Photo**

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

☐ **Government Fee (Check or Money Order)**

Provide a personal check or cashier's check made out exactly to **"U.S. Department of State"**. Write your full name and Date of Birth on the memo line. Cash or credit card payments cannot be accepted.

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

☐ **Proof of Urgent Travel**

Provide a printed copy of your flight itinerary, travel ticket, or official proof showing urgent international travel plans.

### 2. SHIPPING INSTRUCTIONS

Because we provide nationwide service, all application packets must be securely packaged and shipped directly to our central processing hub.

Send your documents to:

**Prompt Passport Services**  
**Attn: ERIC MITA OR MIKE HATZANTONIS**  
**2324 S Lambert Street**  
**Philadelphia, PA 19145**

- **Shipping Method:** Ship via FedEx with *"No Signature Required"* selected to ensure immediate delivery and processing at our hub.
- **Tracking:** Email your FedEx tracking number to our support team as soon as your package is shipped so we can monitor your incoming application.