

PROMPT PASSPORT SERVICES

Emergency Child U.S. Passport Requirements (Under Age 16) — Required Document Checklist

Child Passport Verification Required: Children under 16 must appear in person at an authorized Acceptance Facility with BOTH parents/legal guardians. If one parent cannot attend, a notarized Form DS-3053 and a photocopy of the front and back of their ID must be provided.

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.** The form must be signed in person before an authorized Acceptance Agent.
- ☐ **Letter of Authorization (LOA)**
Emailed immediately after checkout. Authorizes our courier to submit your child's application. **ACTION REQUIRED:** Print two (2) copies. Parents must sign both copies by hand. One copy goes inside the sealed envelope; the second copy stays outside for the final shipping package.
- ☐ **Proof of U.S. Citizenship & Parental Relationship (Original + Copy)**
Provide an original or certified copy (returned to you). Required: Long-form Birth Certificate (showing both parents' names), Consular Report of Birth Abroad, or Child's Naturalization Certificate. *Note: A previous passport is citizenship proof but a birth certificate is still required to establish parental relationship.*
- ☐ **Parents' Valid Photo IDs & Photocopies**
Provide current Driver's Licenses or State IDs for both parents, plus a clear front-and-back photocopy of each ID on a single sheet of paper.
- ☐ **Child's Passport Photo**
One (1) recent 2x2 inch color photo on high-quality photo paper with a plain white background. No glasses, hats, filters, or parents' hands visible in the frame. 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 child's full name & DOB on memo line). Cash/credit not accepted.

- **Child Passport Book: \$183.36** (Includes expedited fee + 1-2 day return shipping)
- **Child Passport Book & Card: \$198.36** (Passport card ships separately via standard mail)

- ☐ **Proof of Urgent Travel (Within 14-28 Days)**
ACTION REQUIRED: Provide two (2) copies (one inside the sealed envelope, one outside).
 - **Air/Sea:** Printed flight itinerary or cruise booking under the child's name.
 - **Land:** Hotel reservation or a signed statement listing destination, travel dates, and border crossing plans.

2. IN-PERSON IDENTITY VERIFICATION (ADJUDICATION)

Take the child, both parents, and all items listed in Section 1 to a local Passport Acceptance Facility (Post Office or County Clerk).

CRITICAL: The agent will verify parental consent, witness signatures, and seal the items into an "Adjudication Envelope". Ensure one copy of the LOA and one copy of your travel proof are sealed inside. **Do NOT open this envelope once handed back to you. Keep it sealed.**

3. DELIVERY & SHIPPING INSTRUCTIONS

Place your sealed adjudication envelope, your extra LOA copy, and your extra travel proof copy inside a secure package.

Ship your package directly to our processing hub:

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 for immediate 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.

INSTRUCTIONS FOR THE PASSPORT ACCEPTANCE AGENT

Please provide these instructions directly to your local acceptance agent:

The applicant has chosen to expedite their passport application using an authorized, registered hand-carry courier service recognized by the U.S. Department of State.

According to the official Passport Agent's Reference Guide (PARG) concerning hand-carried passport services, Chapter 10, Section 11 explicitly states that a customer is entitled to utilize a third-party courier service and have their executed, sealed application envelope returned directly to them.

Executed applications may be returned to the customer or an authorized third party in a securely sealed envelope, to be hand-carried directly to a Passport Agency, provided the customer satisfies the necessary conditions (demonstrated travel need, visa requirements, signed Letter of Authorization).

We greatly appreciate your professional cooperation and assistance in executing this application and returning the completely sealed adjudication envelope directly to the applicant for hand-carry submission. Thank you for your service and assistance.