

PROMPT PASSPORT SERVICES

Emergency New Adult U.S. Passport Requirements — Required Document Checklist

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.
- ☐ **Letter of Authorization (LOA)**
Emailed immediately after checkout. Authorizes our courier to submit your application. **ACTION REQUIRED:** Print two (2) copies and sign both by hand (black/blue ink). One copy goes inside the sealed envelope; the second copy stays outside for the final shipping package.
- ☐ **Proof of U.S. Citizenship (Original + Copy)**
Provide an original or certified copy (returned to you). Accepted: Long-form Birth Certificate (raised seal), undamaged previous 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.
- ☐ **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.

- **Passport Book: \$213.36** (Includes expedited fee + 1-2 day return shipping)
 - **Passport Book & Card: \$243.36** (Includes expedited fee + 1-2 day return shipping)
- ☐ **Proof of Urgent Travel (Within 14 Days)**
ACTION REQUIRED: Provide two (2) copies (one inside the sealed envelope, one outside).

2. IN-PERSON IDENTITY VERIFICATION

Take items 1-7 to a local Passport Acceptance Facility (Post Office or County Clerk).

CRITICAL: The agent will verify your identity, witness your signature, and seal the items into an "Adjudication Envelope". 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 following conditions:

- Demonstrates an imminent travel need via a confirmed travel itinerary.
- Needs one or more foreign visas without sufficient time to mail the application traditionally, or within 4 weeks.
- Has an imminent departure and their respective federal agency requests that the customer forward the executed application directly to headquarters.
- Has a signed Letter of Authorization (LOA) to release the executed application and documentation, explicitly authorizing a specific courier service to hand-carry the application and/or pick up the completed passport.

The applicant has successfully fulfilled all of these requirements and has provided the necessary documentation for execution.

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.