

**PASSPORT ACCEPTANCE AGENT INSTRUCTIONS
AND DROP OFF OR SHIPPING ADDRESS
FOR A 1-WEEK EMERGENCY SERVICE**

Please follow the instructions below carefully.

Please Explain to Passport Acceptance Agent that you are using "HAND CARRY SERVICE" to get an emergency passport. The agent will verify all your documents and witness you sign the application. After verification, Agent will give you the sealed "HAND CARRY ENVELOPE" back to you.

Please ship or drop these items off:

1. Sealed envelope from Post Office
2. 1 Extra Letter of Authorization
3. 1 Extra copy of Confirmed Travel Plans
4. Extra copy of Passport application

Ship Priority Overnight to: (No Signature Required)

Eric Mita or Nick Caudo
2324 s Lambert street
Philadelphia, Pa 19145

Drop Off to Office at:

PROMPT PASSPORT SERVICES
2035 W RITNER STREET
PHILADELPHIA, PA 19145

If you have any questions please call 215-397-1135 for assistance.