

Child Passport Requirement Checklist, Passport Acceptance Agent Instructions.

1. Photocopy front & back of Parent's Valid Driver's License, State ID, or Passport book
2. Evidence of Citizenship
 - Original or certified copy of birth certificate and/or Passport Book (Can be expired)
 - Certificate of Naturalization
3. Passport Fees (*Check or Money Order*) made payable to the US Department of State
 - **\$182.05** for a new U.S. Passport Book
 - **\$197.05 if you want a U.S. Passport Book & Passport Card**
4. Passport Photos
5. Travel Itinerary - *Hold an extra copy for Prompt Passports*
6. [Letters of Authorization](#): *Hold an extra copy for Prompt Passports*
7. [Passport Application](#) - *Hold an extra copy for Prompt Passports*
8. [Statement of Consent](#) - *Use this form if only one parent is going to apply in front of the passport agent.*

Please follow the instructions below carefully.

Please explain to the **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, the Agent will give you the sealed **"HAND CARRY ENVELOPE"**.

Ship or drop off the required items below

1. Sealed envelope from the Post Office or the Clerk's office.
2. 1 Extra Letter of Authorization
3. 1 Extra copy of Confirmed Travel Plans
4. An extra copy of the Passport application

Drop Off at Office:

Prompt Passport Services

2035 W RITNER STREET
PHILADELPHIA, PA 19145

FedEx to: (*No signature required*)

Eric Mita or Lorraine Mita,

Prompt Passport Services,

2324 S Lambert Street, Philadelphia, PA 19145.
215-397-1135

