

New Passport Requirement Checklist, Passport Acceptance Agent Instructions.

1. Photocopy of Valid Driver's License or State ID front & back
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
 - **\$212.05** for a new U.S. Passport Book
 - **\$242.05 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 extra copies for Prompt Passports***
- 7.) Passport Application - ***Hold extra copy for Prompt Passports***
- 8) [DS64-Statement of a Lost or Stolen Passport](#) - ***Hold extra copy for Prompt Passports***

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
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