

# 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***

**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