

Passport Renewal Requirement Checklist

1. Passport book
2. Passport Fees - *Check or Money Order only*
 - **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
3. Passport Photos
4. Travel Itinerary
5. [Letters of Authorization](#):
6. [Passport Application](#)
7. *For name change, please provide an original or certified copy of the marriage certificate or court document proving name change.*

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