

# Child Passport Post Office Appointment Checklist

**Take all these items to your post office appointment to get your Identity verified.**

- 1.) Photocopy of Parent's Valid Drivers' License or State ID front & back
- 2.) Evidence of Citizenship
- 3.) Passport Fees (Check or Money Order)
- 4.) Passport Photos
- 5.) Travel Itinerary (HOLD 1 Copy on the side for us)
- 6.) Letters of Authorization (HOLD 1 Copy on the side for us)
- 7.) Passport Application (HOLD 1 Copy on the side for us)

**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 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

**Drop Off to Office at:**

2035 W RITNER STREET  
PHILADELPHIA, PA 19145

**Ship to: ( No signature required)**

Eric Mita or Nick Caudo  
Prompt Passport Services  
2324 S Lambert Street  
Philadelphia Pa 19145