
NEW ADULT PASSPORT CHECKLIST

PLEASE FOLLOW THIS CHECKLIST CLOSELY AND GATHER ALL OF THE DOCUMENTS ON IT. PLEASE CALL US TO VERBALLY DOUBLE CHECK YOUR APPLICATION ONCE YOU ARE FINISHED. 1 (800) 573-3738

1) Proof of U.S. Citizenship (include ONE of the following (You must send in the original citizenship document))

- A certified official United States Birth Certificate (Texas and California "Abstract" birth certificates not acceptable and will be rejected)
 - An expired United States Passport (must be in good condition)
 - Original United States Naturalization Certificate, FS-240, DS-1350, or Certificate of Citizenship Abroad
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2) Photocopy of Valid Photo Identification – Front and Back (copy in color the front and back of valid ID)

- One clear color copy of your valid Driver's License, State ID Card, or Military ID, or valid Passport
 - If your **name has changed** from your citizenship document you also must provide the original marriage certificate, divorce decree, or court issued name change document.
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3) Passport Photo (Two New Passport Photos - Go to your local Staples, CVS, Rite Aid, Walgreen's, etc.)

- Do not staple photo to the application (let the acceptance agent staple the photo)
 - Brand new passport photos (under 3 months old)
 - No hat or glasses can be worn in the passport photo (will be rejected)
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4) Letter of Authorization ([CLICK HERE TO PRINT LETTER OF AUTHORIZATION](#))

Complete by hand with blue or black ink. If this form is not filled out correctly it will **cause a 4-business day delay**, watch this short video tutorial for accuracy. ([VIDEO GUIDE CLICK HERE](#))

- Only check the first 2 boxes at the top, **do not check the 3rd box**
 - Courier Company Name at the bottom MUST be filled in as "**Urgent Passport**"
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5) DS-11 Form Completed Online & Printed with Barcode ([CLICK HERE TO COMPLETE DS-11 ONLINE FORM](#))

Digitally Typed and Printed State Department DS-11 Passport Application (**Handwritten form NOT acceptable and will cause a 4-day delay**)

- Go Past the privacy notice – on the next page click SUBMIT under "Fill Out Online and Print"
 - Enter all passport information requested by the State Department (asterisk = required)
 - "Products & Fees" page (only check \$130 Passport Book Fee & \$60 Expedite at Agency Service Fee & \$19.53 Overnight Delivery Fee) – Total should be \$244.53 - Click NEXT
 - "Next Steps" Page – Scroll to the bottom of the page and click "PRINT FORM" - Your Passport Application will open as a PDF document, PRINT IT OUT
 - Watch the short video guide on how to complete this form online. ([VIDEO GUIDE CLICK HERE](#))
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6) Proof of Travel Departure (Include ONE of the following) ([VIDEO GUIDE CLICK HERE](#))

- One clear photocopy of an Airline Plane Ticket Confirmation with your name as passenger
- If driving across border include a printed foreign hotel confirm AND typed letter explaining ground travel
- If traveling for business you may type a company letter ([CLICK HERE FOR SAMPLE](#))

7) Government Passport Fee of \$209.53 (\$209.53 Check or Money Order + \$35.00 Paid to Acceptance Agent)

Fee of \$209.53 is paid with a Personal Check or Money Order payable to "US Department of State". \$209.53 payment goes into the sealed envelope. \$35 gets paid to the acceptance agent. [\(VIDEO GUIDE CLICK HERE\)](#)

- Write applicant's date of birth in the memo portion of your check or money order - The check or money order must be clearly written. If using a money order write your name, address, and date of birth.
- **Illegible writing, abbreviations, scratch outs, starter checks, or postdates get rejected and cause 4-day delay. For personal checks name AND address must be printed on the check. The State Department is very picky about the payment.**
- If you are also applying for a passport card add \$30.00 to the government fee.
- **Make a photocopy of your completed check and include loose in your FedEx shipping envelope**

8) Print the Order Confirmation Email (* Not to be sealed by Acceptance Agent *)

- Print the PDF attached to your **order confirmation email** and include loose in your FedEx envelope
- Do not let the acceptance agent seal this. This is the email you received with all of your order details. The attached PDF will have your shipping addresses on the bottom as well as your order info.

STOP* - CALL 1-800-573-3738 BEFORE YOU GO TO THE ACCEPTANCE AGENT - *STOP

DOCUMENTS MUST BE SEALED BY ACCEPTANCE AGENT (CLICK TO SEARCH FOR AN ACCEPTANCE AGENT)

The passport applicant is required by law to appear in person at their local passport acceptance agent. These agents are located at Post Offices and County Clerk's Offices across the country. **Many of these locations require an appointment.** Gather all of the documents on the checklist, call us to double check the paperwork, and then go to your local Acceptance Agent. Tell the agent you are using a "Hand Carry Service". The Acceptance Agent will sign, stamp, and seal all of the documents (except order confirmation and check copy) in a "security envelope". You will then take that security envelope, the printed order confirmation, and the check copy and go to FedEx or UPS to ship the application to us. [\(VIDEO GUIDE CLICK HERE\)](#)

- **Put the Sealed Envelope, Printed Order Confirmation, and Copy of Check inside the shipping envelope**
- **When ready to ship - Call us at 1-800-573-3738 during business hours (M-F 8-5 EST)**

<p>SHIPPING ADDRESS #1 (SHIP FEDEX OR UPS 10:30AM DELIVERY)</p> <p>URGENT PASSPORT 47 W. POLK ST #100-525 CHICAGO, IL 60605</p>	<p>SHIPPING ADDRESS #2 (SHIP FEDEX OR UPS 10:30AM DELIVERY)</p> <p>URGENT PASSPORT 3124 S. PARKER ROAD #A2-186 AURORA, CO 80014</p>
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