

# New Passport Appointment Checklist & Instructions

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

- 1.) Photocopy of Valid Drivers' License or State ID front & back
- 2.) Evidence of Citizenship **(Original or Certified Copy of Birth Certificate or Expired Passport Book)**
- 3.) Passport Fees **(Check or Money Order) Made payable to US Department of State**  
**\$190.00** for Passport book  
**\$220.00** for Passport book and card  
**\$19.53** for 1-2 day shipping
- 4.) Passport Photos
- 5.) Travel Itinerary **(HOLD 1 EXTRA COPY FOR US)**
- 6.) Letters of Authorization **(HOLD 1 EXTRA COPY FOR US)**
- 7.) Passport Application **(HOLD 1 EXTRA COPY FOR US)**

**Please follow the instructions below carefully.**

Explain that you are using **"HAND CARRY SERVICE"** to get an **EMERGENCY PASSPORT**.  
The agent verifies your documents and witnesses you sign the application.  
After verification, Agent will give you the sealed **"HAND CARRY ENVELOPE"** back to you.

**Ship or Drop off these items.**

- 1 Sealed envelope from Post Office
- 1 Extra Letter of Authorization
- 1 Extra copy of Confirmed Travel Plans
- 1 Extra copy of Passport application

**Drop Off to our Office at:**

**Prompt Passport Services -(215) 397-1135**  
2035 W RITNER STREET  
PHILADELPHIA, PA 19145

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

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

