

New Passport Checklist and Passport Acceptance Agent Instructions

- 1.) Photocopy of Valid Drivers' License or State ID front & back
- 2.) Evidence of Citizenship
- 3.) Passport Fees (**Check or Money Order**) **Made payable to the US Department of State**
 - **\$209.53** for Passport Book
 - **\$239.53** for Passport Book & Card
 - **1-2 Day Shipping included in fees above**
- 4.) Passport Photos
- 5.) Travel Itinerary - **Hold 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"** back to you.

Ship or drop off the required items below

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:

Prompt Passport Services

2035 W RITNER STREET
PHILADELPHIA, PA 19145
215-397-1135

FedEx to:(No signature required)

Eric Mita or Lorraine Mita
Prompt Passport Services
2324 S Lambert Street
Philadelphia Pa 19145
215-397-1135