

# Child Passport Checklist

- 1.) Photocopy of Parent's 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**
  - **\$179.53** for Passport Book
  - **\$194.53** 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**
- 8.) Statement of Consent - **Only needed if one parent is appearing in front of Passport Acceptance)**

**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