

# Passport Renewal Checklist and Shipping and Drop-off Instructions

- 1.) Expired or about to expire Passport Book
- 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
- 6.) Letters of Authorization
- 7.) 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