

# REQUIRED DOCUMENT CHECKLIST

Lost or Stolen Passport Replacement

## 1. REQUIRED DOCUMENTS

- DS-11 Application Form:** Complete online, print single-sided. **Do NOT sign until in front of the agent.**
- DS-64 Statement (Lost/Stolen):** Complete and include in your packet.
- Letter of Authorization (LOA):** TWO (2) signed copies.
- Proof of U.S. Citizenship:** Original/Certified Copy (e.g., Birth Certificate/Naturalization Certificate).
- File Search Form:** Only if no citizenship documents are available (\$150 fee applies if before 1994).
- Valid Photo ID:** Driver's License or State ID + front/back photocopy.
- Passport Photo:** One (1) 2x2 inch color photo.
- Government Fee:** Check/Money Order to "U.S. Department of State".
- Proof of Urgent Travel:** Printed itinerary or travel proof within 14 days.

## 2. IN-PERSON IDENTITY VERIFICATION

Take all items to a local **Passport Acceptance Facility**. The agent will witness your signature and seal them in an "**Adjudication Envelope**."

**CRITICAL: Do NOT open this envelope once handed back to you. Keep it sealed.**

## 3. DELIVERY & SHIPPING INSTRUCTIONS

**Local Clients (Hand-Delivery):** Prompt Passport Services, 2035 W Ritner Street, Philadelphia, PA 19145.  
(Please call (215) 397-1135 at least 30 minutes in advance).

**Out-of-Area Clients (Shipping):** Prompt Passport Services, Attn: Eric Mita / Mike Hatzantonis, 2324 S Lambert Street, Philadelphia, PA 19145.

Ship via **FedEx ("No Signature Required")** and email tracking to **passportphilly@gmail.com**.