

# REQUIRED DOCUMENT CHECKLIST

## Emergency Passport Renewal Requirements

### 1. REQUIRED DOCUMENTS

- ☐ **DS-82 Application Form:** Complete online, print single-sided, and sign.
- ☐ **Letter of Authorization (LOA):** **ONE (1)** signed copy.
- ☐ **Current/Expired Passport:** Must be submitted with application.
- ☐ **Passport Photo:** One (1) recent 2x2 inch color photo.
- ☐ **Government Fee (Check/Money Order to "U.S. Department of State"):**
- ☐ **Passport Book:** \$212.05 (Includes expedited fee + 1-2 day return shipping)
- ☐ **Passport Book & Card:** \$242.05 (Includes expedited fee + 1-2 day return shipping)
- ☐ **Proof of Urgent Travel:** Printed itinerary or travel proof.

### 2. DELIVERY & SHIPPING INSTRUCTIONS

#### **Local Clients (Hand-Delivery):**

Prompt Passport Services, 2035 W Ritner Street, Philadelphia, PA 19145.

*REQUIRED: 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") for fastest processing. Email your tracking number to [passportphilly@gmail.com](mailto:passportphilly@gmail.com).*