

REQUIRED DOCUMENT CHECKLIST

Emergency New Adult U.S. Passport Requirements

1. REQUIRED DOCUMENTS

- ☐ **DS-11 Application Form**
Complete Form DS-11 online via the official government tool and print single-sided. **CRITICAL: Do NOT sign it yet.** You must sign it in person before an authorized Acceptance Agent.
- ☐ **Letter of Authorization (LOA)**
Emailed immediately after checkout. Authorizes our courier to submit your application.
ACTION REQUIRED Print **two (2) copies** and sign both by hand (black/blue ink). One copy goes inside the sealed envelope; the second copy stays outside for the final shipping package.
- ☐ **Proof of U.S. Citizenship (Original + Copy)**
Provide an original or certified copy (returned to you).
Accepted: Long-form Birth Certificate (raised seal), undamaged previous U.S. Passport, or Naturalization Certificate.
- ☐ **Valid Photo ID & Copy**
Provide a current Driver's License or State ID plus a clear, single-sheet photocopy of the front and back.
Note: If your ID was issued within the last 6 months, provide two secondary IDs.
- ☐ **Passport Photo**
One (1) recent 2x2 inch color photo on high-quality photo paper with a plain white background. No glasses, hats, or filters.
- ☐ **Government Fee (Check or Money Order)**
Personal or cashier's check made out exactly to **"U.S. Department of State"** (write full name & DOB on memo line). Cash/credit not accepted.

☐ **Passport Book:** \$212.05 (Includes expedited fee + 1-2 day return shipping)
☐ **Passport Book & Card:** \$242.05
- ☐ **Proof of Urgent Travel (Within 14 Days)**
ACTION REQUIRED Provide **two (2) copies** (one inside the sealed envelope, one outside).

2. IN-PERSON IDENTITY VERIFICATION

Take items 1–7 to a local **Passport Acceptance Facility** (Post Office or County Clerk).
The agent will verify your identity, witness your signature, and seal the items into an **"Adjudication Envelope"**.
CRITICAL: Do NOT open this envelope once handed back to you. Keep it sealed.

3. DELIVERY & SHIPPING INSTRUCTIONS

Place your **sealed adjudication envelope**, your **extra LOA copy**, and your **extra travel proof copy** inside a secure package. Choose one delivery method below:

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** before dropping off.

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 immediate processing at our hub.