

FAST PASSPORT CENTER NEW PASSPORT CHECKLIST

INSTRUCTIONS: Print this checklist out and place a checkmark next to each step as you complete it. YOU WILL EXPERIENCE MAJOR DELAYS IF YOU DO NOT FOLLOW CHECKLIST!

Step 1 _____ **DS-11 Passport Application:** Download and print out the DS-11 form attached to the Final Instructions e-mail. Make sure you sign it.

IMPORTANT - If you make a mistake, print out another one. Do not cross out or use white out. If you have not received the Final Instructions e-mail yet, you can download the DS-11 form here - https://eforms.state.gov/Forms/ds11_pdf.PDF.

Step 2 _____ **Proof of Citizenship:** A state issued **ORIGINAL** or **certified copy** of the applicant's birth certificate with a raised seal, certificate of citizenship or certificate of naturalization. **If using a birth certificate, at least one parent's name must be listed on it.** The citizenship document will be included in the sealed envelope and **WILL BE RETURNED** with your passport. Note: An ADULT passport that has been expired for more than 5 years or an expired child passport can be used instead of the applicant's birth certificate.

Important : If your name has changed, please include the court document (original or certified copy) showing your legal name change. If you are returning to your maiden name, make sure you send in a court document stating you do have the legal right to return to that name.

Step 3 _____ **Proof of Identification:** Make one copy of a valid State issued Driver License issued more than 6 months ago. If your License/ID was issued less than 6 month ago, please email your representative for the list of accepted secondary forms of identification.

Step 4 _____ **Itinerary for Proof of Travel:** The travel itinerary dates **MUST** match the travel date you listed on your DS-11. Proof of travel includes official travel tickets, hotel reservations or travel documented on business or company letterhead. Print out one copy which will be inserted in the sealed envelope (as described in step 8). **If you DO NOT have an itinerary then email your representative.**

Step 5 _____ **One PROFESSIONAL Passport Photo:** Must meet the government requirements including, but not limited to: A NEW 2x2 photo with a white background, wearing no uniform, no glasses, no headgear (i.e. - eye glasses, eye patches, hats or orthodontic apparatus). Do not wear a white shirt or top in your picture. Most Walgreens or Post Offices offer passport photo services. Passport photos of passport applicants wearing eye glasses will not be accepted. **MAKE SURE YOU CAN CLEARLY SEE YOUR EYES AND THERE IS NO GLARE IN THE PHOTO!**

Step 6 _____ **Government Fee:** A money order or check (not a starter or temporary check) in the amount of \$212.05 if only ordering a passport book and \$242.05 if ordering a passport book and a passport identification card. Make check payable to: **US Department of State (DO NOT ABBREVIATE)**. Please note, this fee WAS NOT included in the fee you paid to us. You must send this fee with your documents and it does include the return shipping.

Step 7 _____ **Letter Of Authorization (LOA):** If you haven't received one within 24 hours of placing your order, then contact your representative. These letters allow us to act on your behalf to procure your expedited passport. Once you receive it, complete the fields on both pages and sign them. One will be included in the sealed envelope and the other on the outside. **ONLY THE FIRST TWO BOXES SHOULD BE CHECKED, DO NOT CHECK THE THIRD BOX. MAKE SURE YOU SIGN IT.**

Step 8 _____ **Visit the Passport Acceptance Clerk:** Once you have completed all the steps above, proceed to the nearest Passport Acceptance Clerk. The Clerk will have you sign the DS-11 in their presence. The Clerk will then take seal the documents mentioned above in a government envelope. On the outside of the envelope, make sure you write your name, date of birth and travel departure date. **ONLY SEAL ONE DS-11 APPLICATION IN THE GOVERNMENT ENVELOPE. MAKE SURE YOU SEND THE BACK UP LETTER OF AUTHORIZATION OUTSIDE OF THE GOVERNMENT ENVELOPE BUT INSIDE THE FEDEX ENVELOPE.** The Clerk will charge \$35.00 for this service payable at the time the service is executed. **Also make sure they return the sealed envelope back to you and do not open it** (If they ask, tell them you are using a 3rd party courier. They can also reference Passport Agent's Reference Guide concerning 3rd party passport services, Chapter 10, section 11).

Step 9 _____ **FedEx:** Proceed to FedEx with the sealed envelope, AND the backup copies of the DS-11 and the authorization letter mentioned above. Place the SEALED ENVELOPE (you got back from the acceptance clerk) and the backup copies in the FedEx pouch and insert the prepaid FedEx Label (provided by your representative) on the front of the FedEx envelope. Then give it to FedEx to ship. You are done!

IMPORTANT

Name Change. If your name has changed, please include the court document (original or certified copy) showing your legal name change. If you are returning to your maiden name, make sure you send in a court document stating you do have the legal right to return to that name.

IMPORTANT!

SAVE MONEY! DO NOT MAKE THESE COMMON CLIENT MISTAKES.

Our goal is to obtain your passport as fast as possible without running into any problems at the US Department of State passport agency. Before you send your documents, please make sure you have not made any of the following common mistakes.

- 1) **The clerk and the government fee.** If the clerk will only seal a \$190 check / money order for the passport book or \$220 for the book and card with the documents, then just include an extra \$22.05 Check or money order in the FedEx, made out to the US Department of State. We will submit both to the agency. The total submitted to the agency has to be \$212.05 or \$242.05 as detailed in step 6.
- 2) **The Checklist.** Some clients skip a step is a big mistake. COMPLETE EACH STEP OF THE CHECKLIST WE SENT YOU. Do not follow the instructions that print out with your online DS-11 application.
- 3) **The Letter of Authorization.** Make sure you sign the Letter of Authorization!
- 4) **The check.** Do not post-date your check or use a starter check. Your check must have a printed address
- 5) on it (if not a money order or cashiers check is acceptable).
- 6) **Passport processing time frame.** Regarding service times (e.g. 3-4 business days), PROCESSING BEGINS ONCE WE RECEIVE YOUR DOCUMENTS AND THEY ARE SUBMITTED TO THE PASSPORT AGENCY. Example, if you send your documents on a Monday and they are received on Tuesday then the processing would start on Tuesday (as long as Tuesday isn't a Federal holiday).
- 7) **Pictures.** Make sure the photo isn't fuzzy, has a white background, and no hair in your eyes. Passport photos of passport applicants wearing eye glasses will not be accepted. You do not have to staple the picture to the application. Just send the photo loosely in the FedEx or you can paperclip the photo to the application. NEW PHOTO ONLY. YOU CANNOT USE THE SAME PHOTO IN YOUR PREVIOUS PASSPORT.
- 8) **Back child support, back taxes or open felonies.** We cannot tell if you will be suspended before we submit your documents to the passport agency. Contact the agency handling your specific issue (state required child support, etc..) and ask them if you are allowed to be issued a US passport.
- 9) **Backup copies.** You DO NOT need any back up copies except for the Letter of Authorization (LOA). Include both copies of the LOA in the documents. If you forgot the back up copy then just write the applicants name, dob and departure date.
- 10) **Name Change.** If your name has changed, please include the court document (original or certified copy) showing your legal name change. If you are returning to your maiden name, make sure you send in a court document stating you do have the legal right to return to that name.

If you do not follow the checklist, your application will get suspended by the US Department of State and you could miss your trip. We charge an extra \$30 if you get suspended by the Department of State.