

PROMPTPASSPORTSERVICES.COM

2324 South Lambert Street
Philadelphia, PA 19145
215-397-1135

PASSPORT RENEWAL CHECKLIST

Please initial next to each of the requirements below.

Authorization Letter

- Print 1 copy of the authorization letter. This allows us to act as an agent in your behalf.

DS-82 Passport Application

- This application MUST be completed and printed correctly or it will be rejected by the Department of State. If filled out online, you must click "Create Form" at the end of the application. The newly created application will have two bar codes, one on the top left side and one on the bottom right side. Print one copy.

Order Form

- This form needs to be completed in order to contact you when we receive your documents and for return shipping purposes.

Expired Passport

- Include your expired or soon to be expired passport. Passports must be in good condition. It will not be accepted if damaged or mutilated. Please be sure this passport was issued in the last 15yrs. If it was not please call 215-397-1135.

Travel Itinerary

- Print 1 copy of your travel itinerary. Ensure that your name and travel date on your itinerary matches the name and date on your application.

Government Fees

- A check or money order made payable to the "US Department of State" in the amount of \$170. Temporary or starter checks will not be accepted. Note: Make sure that you spell out the check amount in the proper format (One Hundred Seventy and 00/100).

Two Identical Passport Photos

- Include two identical passport photos which have been professionally taken. These must meet the government requirements.

Confirm Reservation

- Call 215-397-1135 to confirm your reservation. DO NOT SHIP YOUR PACKAGE TO THE ADDRESS LISTED ON THE GOVERNMENT FORM. This address is not for our expedited service and if you use this address, your passport will not be expedited but will be processed through normal government means.

Please ship:

1. Signed DS-82 Application
2. Your most recent passport
3. Evidence of Immediate Travel
4. Authorization Letter
5. Passport Photographs
6. The \$170 check or money order to "U.S. Dept. of State"
7. Order Form

Same day service and 48hr service must be shipped "First Overnight" Thru FedEx with NO SIGNATURE REQUIRED. If it is delivered past 8:30am it will not be processed until next day.

To:

PROMPT PASSPORT SERVICES
2324 South Lambert Street
Philadelphia, PA 19145

I hereby certify that I have performed the above requirements to the best of my ability.
I understand that the U.S. Department of State could suspend my case in the event that my package is incomplete.

Sign

Date