

• Prompt Passport Services

2324 South Lambert Street • Philadelphia, PA 19145

215.397.1135

---

**Order Form**

Name of Passport Applicant

\_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Numbers:

Home: \_\_\_\_\_

Cell \_\_\_\_\_

Applicants Date of Birth \_\_\_\_\_ Departure Date \_\_\_\_\_

Is a signature required for RETURN FedEx delivery of passport?    YES    NO

**Payment Options:**

- personal check
- Money Order
- Pay through online payment center @ [www.passports2travel.com](http://www.passports2travel.com)

**Call before shipping your passport application 215.397.1135**

## **NEW PASSPORT, LOST OR STOLEN AND CHILD PASSPORT APPLICANTS FOLLOW THESE INSTRUCTIONS**

Please Explain to Passport Acceptance Agent you are using "**HAND CARRY SERVICE**" to do an emergency passport.

They will verify all your documents and witness you sign application..

After verification they will give you sealed "**HAND CARRY ENVELOPE**" back to you.

### **Ship these items using fedex**

- 1 SEALED ENVELOPE FROM ACCEPTANCE AGENT
- 1 EXTRA COPY OF LETTER OF AUTHORIZATION (**ONE COPY MUST GO IN SEALED ENVELOPE**)
- 1 EXTRA COPY OF TRAVEL PLANS (**ONE COPY MUST GO IN SEALED ENVELOPE**)

**MUST USE FEDEX FIRST OVERNIGHT SERVICE IF NOT PASSPORT WILL NOT BE PROCESSED UNTIL NEXT BUSINESS DAY**

**SHIP TO:**  
ERIC MITA  
PASSPORT SPECIALIST  
2324 S LAMBERT STREET  
PHILADELPHIA, PA 19145

**PASSPORT RENEWAL/ ADD PAGES/ NAME CHANGE/ 2<sup>ND</sup>  
PASSPORT APPLICANTS**

**MUST USE FEDEX FIRST OVERNIGHT SERVICE IF NOT PASSPORT WILL NOT BE PROCESSED UNTIL NEXT BUSINESS DAY**

**SHIP TO:**  
ERIC MITA  
PASSPORT SPECIALIST  
2324 S LAMBERT STREET  
PHILADELPHIA, PA 19145