

# **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**

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