

# Speedy Passport and Visa Now

1888-389-2210

2324 South Lambert Street

Philadelphia, PA 19145

## NEW PASSPORT CHECKLIST

Please initial next to each of the requirements below.

Please enclose a copy of your checklist outside of the sealed envelope.

- **DS-11 Passport Application**  
This application **MUST** be filled out online and printed correctly or it will be rejected by the Department of State. 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 two copies. One copy will be included in the sealed envelope and the other copy will be placed outside the sealed envelope.
- **Travel Itinerary**  
Print 2 copies of your travel itinerary. Ensure that the travel date on your itinerary matches the date your application. One copy will be included in the sealed envelope and the other copy will be placed outside the sealed envelope.
- **Two Identical Passport Photos**  
Include two identical passport photos which have been **professionally** taken. These must meet the government requirements. Please make copies, place the original photos inside the sealed envelope and the copies outside of the sealed envelope.
- **Authorization Letter**  
Print 2 copies of the authorization letter. This allows us to act as an agent in your behalf. Place one copy inside of the sealed envelope and one outside of the sealed envelope.
- **Proof of Identification**  
Print 2 copies of valid driver's license with photograph **issued more than six months ago**. One copy will be included in the sealed envelope and the other copy will be placed outside the sealed envelope.
- **Proof of Citizenship**  
Provide a **state issued** original or certified copy of your birth certificate, certificate of naturalization or citizenship. The original will be included in the sealed envelope (This will be returned with your passport). Place a photo copy outside the sealed envelope.
- **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). Make a copy, place the original check in the sealed envelope, and leave the copies outside of the sealed envelope.
- **Sealed Envelope**  
Make sure the government agent, such as the postal clerk, writes the applicants name, date of birth and departure date on the outside of the sealed envelope. **Note:** A \$25.00 fee will be charged by the agency sealing your package. This will be paid at the time you get your package executed.
- **Confirm Reservation**  
Call **1888-389-2210** 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 to 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.

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Signature

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Date

