

Speedy Passport and Visa Now

1888-389-2210

2324 South Lambert Street

Philadelphia, PA 19145

PASSPORT RENEWAL CHECKLIST

Please initial next to each of the requirements below.

- **DS-82 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 one copy.
- **Travel Itinerary**
Print 1 copy of your travel itinerary. Ensure that the travel date on your itinerary matches the date your application.
- **Two Identical Passport Photos**
Include two identical passport photos which have been **professionally** taken. These must meet the government requirements.
- **Authorization Letter**
Print 1 copy of the authorization letter. This allows us to act as an agent in your behalf.
- **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 1888-389-2210
- **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).
- **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.

Signature

Date

