



## **Passport Card - Check List** *(For Non-Passport Holders)*

The following steps are necessary to complete in order for *US Passport Now* to expedite your application for a

US Passport. Please print this page and complete each of the following steps. Please note, step three on our online process will take you to the directed pages or answer any questions you may have. Do not ship your application until you have reviewed your case with your personal Passport Specialist to ensure a smooth transaction.

### **Passport Application Form DS-11**

- Completely fill out and print the form online. Please print two copies.
- Do not sign this form until you visit the Acceptance Agent.

### **Client Letter of Authorization**

- Please print and sign two copies.

### **Proof of U.S. Citizenship (Birth Certificate, Certified Copy of Birth Certificate, Previous Passport Issued or Naturalization Certificate) *No Photocopies are allowed!***

- Please make sure that you are either sending in the original or a certified copy.
- Please be rest assured that all documentation will be returned to you with your official U.S. Passport.

### **A Copy of a Driver's License/Government Issued ID**

- ID must be Valid and been issued over 6 months ago
- Make sure the copy is clear before submitting it

### **Two Identical Passport Photos (*Do not use Personal Photos*)**

- Photos must be Passport Official Photos 2x2 inches in size
- Please refrain from Sunglass, Hats, and additional items that will impair your identity.

### **Travel Itinerary or Business Letter**

- Submit a copy of your ticket for travel or a travel itinerary from an airline or travel agency. You may also submit a business letter stating you are traveling for business purposes.
- If you don't have a travel itinerary or have questions regarding this step, please call your case manager.

### **Government Fee – *Exactly \$80***

- Should be in the form of a personal check or money order
- Needs to be payable to the "US Department of State"
- Make sure you fill out the payment completely
- Do not use a company, temporary, or starter checks of any kind

### **Acceptance Agent**

- All new passport applicants must visit an acceptance agent to have themselves and their documents sealed by a Federal Official. *Please note this is **not** the same thing as a Notary.*
- Do not let the Acceptance Agent submit your application for you, as you will need to send your application to US PASSPORT SERVICES for processing.
- **If an Acceptance Agent does not give your documents back, call us immediately to resolve the issue. Under no circumstances are you to leave your application with the Acceptance Agent.**

### **Shipping Your Application**

- YOU MUST USE **ONLY FEDEX** TO SHIP YOUR APPLICATION!
- Your personal case manager will provide you with a shipping address based on your location.

Please note that **if you do not** follow these steps appropriately it could lead your passport application to be denied or suspended. If you have any questions, **please call 800-881-2464**, and speak with your individual Passport Specialist. Please have your case number available.