

New Passport Checklist

Please follow steps 1 through 7 and make sure you have everything gathered before proceeding to steps 8 & 9

1. ___ **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, after the summary of fees page (NOTE: fees might not match up with what this checklist indicates must be paid- FOLLOW THE CHECKLIST!) This form will have two bar codes- one located in the upper left hand corner vertically next to your last name and one at the bottom right hand corner across the bottom of the page. **DO NOT SIGN IT!**
2. ___ **Itinerary for Proof of Travel** = The travel itinerary dates **MUST** match on the DS-11 and the Authorization Letter. Proof of travel includes official travel tickets, hotel reservations or travel documented on business or company letterhead. Two copies of the itinerary will be needed.
3. ___ **Two PROFESSIONAL Passport Photos** = These must meet the government requirements including, but not limited to: 2x2 photo with a white background, wearing no uniform, no head gear (i.e. - sun glasses, eye patches, hats or orthodontic apparatus.)
4. ___ **Proof of Identification** = One photocopy of a valid State issued Driver License issued more than 6 months ago. ****If your license was issued **LESS** than 6 month ago please see the list of accepted secondary forms of identification.
5. ___ **Proof of Citizenship** = A state issued **ORIGINAL** or certified copy of your birth certificate with a **RAISED SEAL**, certificate of citizenship or certificate of naturalization. This **WILL BE RETURNED** with your passport.
6. ___ **Government Fees** = A money order or check (not a starter or temporary check) in the amount of \$170.00 if only ordering a passport book and \$200.00 if ordering a passport book and a passport identification card. The correct spelling of the “pay to the order of” is US Department of State. **DO NOT ABBREVIATE**. Make a copy of the check to include in the Federal Express package outside the sealed envelope.
7. ___ **Authorization Letter** = This letter allows Express Passport to act on your behalf to procure your expedited passport. The travel dates **MUST** match the DS-11 and the travel itinerary. Make two copies of this Authorization Letter.
8. ___ **Once you have all the copies needed you will proceed to the nearest Passport Acceptance Clerk. The Clerk will have you sign the DS-11 in their presence. The Clerk will then take your ORIGINAL BIRTH CERTIFICATE or Proof of Citizenship, one of the signed DS-11 forms with a photo attached, a copy of the travel itinerary, one of the Authorization Letters, a copy of your Proof of Identification and the check written to the US Department of State and SEAL it in a Government Envelope. On the outside of the envelope make sure your name, date of birth and travel departure date appear. The Clerk will charge \$25.00 for this service payable at the time the service is executed. Please include in the Federal Express envelope the sealed documents, the copy of the check, the second copy of the authorization letter and the second copy of the itinerary.**
9. ___ **FED-EX** = Proceed to FED-EX with the sealed envelope and additional copies. Place the SEALED ENVELOPE and the additional copies as well as a copy of this completed checklist in the FED-EX envelope and **insert the label provided in the plastic sleeve outside**. It is pre-addressed and pre-paid.