



## Extra Passport Pages Checklist

*Please follow steps 1 through 5 and make sure you have everything gathered before proceeding to step 6.*

1. \_\_\_ **DS-4085 Passport Pages Application** = Print and fill out neatly.
  
2. \_\_\_ **Travel Itinerary** = The travel itinerary dates **MUST** be the same on the DS-4085 and the Authorization Letter. Proof of travel includes official travel tickets, hotel reservations or travel documented on business or company letterhead. Two copies are needed.
  
3. \_\_\_ **Current Passport** = Passport must be in good condition. The US Department of State will not accept it if it is mutilated or damaged. Passport must have more than 1 year of eligibility remaining.
  
4. \_\_\_ **Authorization Letter** = This letter allows Express Passport to act on your behalf to procure your expedited passport. The travel dates **MUST** match the DS-4085 and the travel itinerary. Make two copies of this Authorization Letter.
  
5. \_\_\_ **Government Fees** = A money order or check (not a starter or temporary check) in the amount of \$142.00. The correct spelling of the “pay to the order of” is US Department of State.  
**DO NOT ABBREVIATE.**
  
6. \_\_\_ Proceed to FED-EX with the documents and additional copies. Place the required documents 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.