

EXPEDITE MEDIA, LLC

Handling, assembling, and mailing of applications

According to the most recent Passport Agent's Reference Guide concerning passport services, Chapter 10, section 11 states that a customer is entitled to use a 3rd party courier and have their sealed envelope returned to them.

Chapter 10

11. "Hand Carry" Executed Applications.

Executed applications may be returned to the customer, or an authorized third party, in a sealed envelope, to be hand-carried to a passport agency, provided the customer:

- Demonstrates an imminent travel need; or
- Needs one or more visas without sufficient time to mail the application or within 4 weeks; or
- Has imminent departure and his/her federal agency requests that the customer forward the executed application to that agency's headquarters.

Procedures for "Hand Carries"

If the customer wants a third party (such as a courier service, relative, or friend) to hand carry the application to a Passport Agency, she/ he must provide written permission to release the executed application and documentation. She/ he must sign the letter authorizing the specific person or service to hand-carry the application and/or pick up the completed passport.

