



New Passport Checklist

DS-11 Passport Application

This application MUST be filled out online and printed correctly on single sided paper. Please click "Create Form" at the end of the application. The application form that you print will have two bar codes, one on the top left side and one on the bottom right side.

Travel Itinerary DS-11 Passport Application

Print two (2) copies of your travel itinerary. It is a must that your date of travel on your itinerary or airline ticket matches the date on your application. One copy will be sealed with your DS-11 application and the other will be for our records.

Two Identical Passport Photos

Include two color passport size photos measuring 2 x 2 with a light or a white background. They must be professionally taken!

Letter of Authorization

Please make two (2) copies of this letter. It is imperative that you include this letter signed and dated, as it is a legal form which allows our company to act on your behalf to answer and resolve any matters related to your application. **You will place one inside the sealed envelope and one on the outside for our records.**

Proof of Citizenship

Provide a state issued certified birth certificate or the original Naturalization certificate as proof of your U.S. citizenship. Birth certificates will have a raised or embossed seal, a filing number, and state "Office of Vital Records or Vital Statistics". All original documents will be returned along with your completed passport.

Government Fees

A check or money order payable to the "US Department of State" in the amount of \$135.00. No temporary or starter checks accepted! Please make sure the check is signed, dated, and spells out the appropriate amount neatly and correctly.

Sealed Envelope

Make sure you have visited with an acceptance agent at the US Post Office or Clerk of Court in your hometown to have all of the documents listed above sealed into an envelope and made tampered proof. **Please make sure the clerk writes the name of the applicant, date of birth, and the departure date on the outside of the envelope.**

NOTE: A \$25.00 fee will be charged by the clerk for executing your application. This is paid at the same time you leave the post office with your sealed envelope in hand.

Federal Express Return Label

Please provide a pre-paid Federal Express return label for the shipment of your passport. We suggest you fill it out completely with the type service you wish to use for the return of your completed passport.

I hereby certify that I have performed the above stated requirements to the best of my ability. I understand that the U.S. Department of State for Passport Services can and will suspend my case in the event that my package is incomplete.

Signature and Date