NEW PASSPORT CHECKLIST

DS-11 Passport Application

Answer the simple questions in your dashboard, and your DS-11 form will be generated automatically. Print 2 copies, single-sided, with barcodes at the top left of pages 1 and 2. Do not fill out the form by hand or sign it until instructed by the passport clerk.

1

Passport Photo

For your passport, provide a 2x2 inch color photo on a white background, taken in the last 6 months, without uniforms, headgear, white shirts, or eyeglasses.

2

Proof of Travel

Common travel itineraries include airline, cruise, and hotel bookings. A business letter on company letterhead can replace a travel itinerary. Ensure the travel date and destination listed on itinerary must match the travel plans listed on DS-11 application Print two copies.

3

Proof of Identification

Include a valid ID issued over 6 months ago (both sides). Acceptable IDs are Driver's License, State ID, Military ID, or any Government ID. Paper IDs, Learner's Permits, and temporary licenses are not accepted.

4

Proof of U.S. Citizenship

Submit an Original/Certified U.S. Birth Certificate with both parents' names or a Naturalization Certificate. For name changes, include a Marriage Certificate or Divorce Decree. An expired Passport serves as a citizenship proof.

5

Government Fees

1. For 1-2 and 2-5 day applications for adults it is **$190** for passport book and **$220** for book and card.
2. For 1-2 and 2-5 day applications for minors it is **$160** for passport books and **$175** for book and card.
3. For a 5-7 day application for adults it is **$216.87** for a passport book and **$246.87** for book and card.
4. For 5-7 day applications for minors is **$186.87** for passport book and **$201.87** for book and card

6

Authorization Letter

This Letter authorizes Rushed Passport to act on your behalf at the U.S. Department of State. Include one copy in your sealed documents and another in your FedEx package. Print the Courier Company Name exactly as shown on the top of the page to prevent delays. Use **BLUE or BLACK INK ONLY** for hand printing and signing. (PRINT TWO COPIES).

7

Visit an Acceptance Agent for a Sealed Envelope

After assembling all necessary documents, visit a passport acceptance agent who will witness your DS11 signature and seal your documents. **If any issues arise with the clerk, contact us immediately. Mention you're expediting with a government hand carry courier, and they're handing the sealed envelope back to you.**

8

Send documents via FedEx

Insert the sealed envelope into a FedEx envelope and attach the provided shipping label to the outside. Ensure your sealed envelope is marked with your name, date of birth, and departure date. Use only the shipping label given to you by your case manager; do not buy a new one.

9

Rushed Passport

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