

NEW PASSPORT CHECKLIST

IMPORTANT: Include a signed Checklist and all necessary documents in an Overnight FedEx envelope. Attach the Shipping Label outside. Questions? Call **Rushed Passport** at our Toll Free number **(855) 347-2445**.



DS-11 Passport Application

Complete the DS-11 form online, not handwritten or double-sided printed. Only sign it when a passport clerk instructs. Bar codes (DS-11 B) should be at the bottom right of pages 1 and 2. Please provide (2) copies.

1



Passport Photo

For your passport, provide a 2 x 2 inches 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 itinerary and DS-11 form dates match, featuring the applicant's name. 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

Write a check for \$190 for just the Passport Book, or \$220 for both the Book and Card, payable to "US Department of State." Your pre-printed Name and Address should be on the upper left corner; no starter or temporary checks. Include the applicant's full name and date of birth in the memo section.

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 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 agent, contact us promptly to avoid delays. Mention you're expediting with a third-party to receive the sealed envelope.

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

Important Note: The Government's fee varies based on what you are applying for and the passport agency that is processing your documents. Please check with our office before submitting your Government's fee.