

# NEW PASSPORT CHECKLIST

Please enclose a copy of your checklist inside the envelope

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## DS-11 Form, Passport Application

This application **MUST** be filled out online and printed correctly or it will be rejected by the Department of State. Please click "Create Form" at the end of the application. The newly created application will have two barcodes, one on the top left and another on the bottom right. Both barcodes must be present. Print two (2) copies. One copy will be included in the sealed envelope and the other copy will be placed outside the sealed envelope.

## Travel Itinerary

Print two (2) copies of your travel itinerary from an airline or travel agency. Ensure that the travel date on your itinerary matches the date on your application. One copy will be included in the sealed envelope and the other copy will be placed outside the sealed envelope. If you have questions regarding this step, please call your case manager.

## Two Identical Passport Photos

Include two (2) identical professionally taken passport photos (Ex. FedEx Kinko's, Post Office, Walgreens, CVS) – these must meet government requirements and be 2x2 inches in size on a white background. Head coverings are acceptable for religious purposes with proper documentation. Prescription eye-glasses are acceptable as well.

## Authorization Letter

Print two (2) copies of the authorization letter. This allows us to act as an agent on your behalf. Place one copy inside of the sealed envelope and one outside of the sealed envelope.

## Proof of Identification

Print two (2) copies of valid driver's license with photograph issued more than six (6) months ago.

## Proof of Citizenship

Provide a state issued original or certified copy of your birth certificate, certificate of naturalization or citizenship. The original will be included in the sealed envelope (This will be returned with your passport). Please do not include a photo-copy of this documentation. They will not be accepted.

## Government Fee

A check or money order made payable to the "US Department of State" in the amount of \$170. **If you are applying for a passport card with your passport book, the fee must be for \$200.** Temporary or business checks will not be accepted. Note: Make sure you spell out the check amount in the proper format (One Hundred Seventy and 00/100).

## Acceptance Agent / Sealed Envelope

All new passport applicants must visit an acceptance agent, such as a postal clerk, to have their documents sealed by a Federal Official (Note: This is not the same thing as a Notary). Do not let the Acceptance Agent submit your application for you, as you will be sending your application to [USPassportOnline](http://USPassportOnline.com) for processing. Make sure the government acceptance agent writes the applicant's name and date of birth on the outside of the sealed envelope. **DO NOT OPEN THIS SEALED ENVELOPE OR YOUR APPLICATION WILL NOT BE PROCESSED.**

## Tracking Number

Call 1-866-737-1344 with your tracking number to confirm your reservation. Packages without confirmation will not be accepted. **DO NOT SHIP YOUR PACKAGE TO THE ADDRESS LISTED ON THE GOVERNMENT FORM.** This address is not for our expedited service and if you use this address, your passport will not be expedited but will be processed through normal government means.

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**Send Package To:**

**US Passport Online, LLC  
11911 US Hwy. One, Suite 123  
North Palm Beach, Florida 33408**