

ADDITIONAL PASSPORT PAGES CHECKLIST

Please initial next to each of the requirements below

DS-4085 Passport Pages Application

Complete and sign the DS-4085 Form.

Authorization Letter

Print one (1) copy of the authorization letter. This allows us to act as an agent on your behalf.

Travel Itinerary

Print one (1) copy of your travel itinerary from an airline or travel agency. Ensure that the travel date on your itinerary matches the date on your application. If you have questions regarding this step, please call your case manager.

Current Passport

Please include your current passport. Passport must be in good condition and will not be accepted if damaged or mutilated.

Government Fee

A check or money order made payable to the "US Department of State" in the amount of \$142. **If you are applying for a passport card along with the additional passport pages, the total fee will be \$172.** Temporary or business checks will not be accepted. *Note: Make sure you spell out the check amount in the proper format (One Hundred Forty-Two and 00/100).*

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.

Please note: If you are applying for a passport card along with the additional passport pages, you must complete the two additional steps below.

DS-82 Form

Complete the multi-page online application and at the end, click "Create Form". 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 one (1) copy. Please make sure you only check the passport card box at the top of this application.

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.

Send Package To:

**US Passport Online, LLC
3309 Northlake Blvd Suite #102
Palm Beach Gardens, FL 33403**