



## Step 1: Complete the Child Passport Application Form DS-11

### Complete New Passport Application Form Online and Print

1. Complete the DS-11 Application Form online using the [Passport Application Wizard \(https://pptform.state.gov/\)](https://pptform.state.gov/). All passport agencies now require the use of this online form. Complete this form online. The last page will ask for payment type. Since you are using an expedited service, you do not need to worry about this payment. Simply select any option and continue. Scroll to the bottom of the last page and click "Create Form" so a new .pdf form will open in a new window. This is the barcode application required by the U.S. State Department. You do not need to make any payments online for this form. Just create the form so you can print it out.
2. Print out 2 copies of pages 5 & 6 of the completed application form.
3. Do not sign this form until you have been instructed to do so by the Acceptance Agent at the post office or county clerk.

**IMPORTANT:** When using a registered passport expeditor, you **MUST** use our company mailing address on the DS-11 application form.

In the address field please use:

1318 Coney Island Avenue.

Brooklyn NY 11230

Care of Fastport Passport.

If you fail to use our address on the application, it can delay your application form.

**IMPORTANT:** DO NOT sign this form until instructed to do so at a passport acceptance facility.

**IMPORTANT:** Your signature must appear the same on all documents.



## Step 2: Gather Supporting Documents

### DOWNLOAD LETTER OF AUTHORIZATION

<http://fastportpassport.com/forms/PassportProcessingAuthorizationLetter.pdf>

Print two copies and complete the Passport Processing Authorization Letter. The applicant must check off the boxes as well as write the courier company name (Fastport Passport) on the bottom of the authorization letter.

Fill out this form by hand. Do not leave any fields blank. The applicant must sign the bottom using blue or black ink. For Fastport to discuss your application with the U.S. State Department, please only check the first two boxes.

**IMPORTANT:** Applicant's signature must appear the same on all documents.

**IMPORTANT:** Please DO NOT check off all three boxes on the letter of authorization as this may delay processing of your passport.

This authorization letter must go inside of the hand carry envelope when you appear at the acceptance agent and the second copy goes on the outside of the hand carry envelope.

Step 3 will explain more about the acceptance agency and hand carry envelope preparation.

### PROVIDE PROOF OF U.S. CITIZENSHIP (minors under 15)

- Applicant must provide one original document (not a copy) from the following:
- Original U.S. Birth Certificate (to obtain, <http://vitalchek.com/>)
- Certified copy of U.S. Birth Certificate (to obtain, <http://vitalchek.com/>)
- Original Naturalization Certificate
- Old U.S. Passport



#### PROVIDE PROOF OF IDENTITY FOR PARENTS

- You must provide a copy of ONE of the following documents as proof of Identity: 1. Both parent's current, valid Driver's License with Photo (must be issued greater than 6 months ago)

2. If the above mentioned Identification isn't available, then you need to supply an Alternative Proof of Identity

- You must provide A copy of ONE of the following documents as proof of Relationship:

1. Certified U.S. birth certificate (with parents' names); or

2. Certified Foreign Birth Certificate (with parents' names and translation, if necessary); or

3. Report of Birth Abroad (Form FS-240) (with parents' names); or

4. Certification of Birth Abroad (Form DS-1350) (with parents' names); or

5. Adoption Decree (with adopting parents' names); or

6. Court Order Establishing Custody; or

7. Court Order Establishing Guardianship.

NOTE: If the parent(s)/guardian's name(s) is/are other than that on these documents, evidence of legal name change is required.

#### Provide Two (2"x2") Standard Passport Photos.

- Two identical passport photos are required for a new passport.

- Photo requirements [http://travel.state.gov/passport/pptphotoreq/pptphotoreq\\_5333.html](http://travel.state.gov/passport/pptphotoreq/pptphotoreq_5333.html)

#### PROVIDE PROOF OF INTERNATIONAL TRAVEL

- Applicant must provide two copies of one of the following travel documents below proving your international travel within 14 days of this application submission.

# FASTPORT

## — P A S S P O R T —

Acceptable Proof of Foreign travel:

- Plane ticket / Hotel Confirmation
- Travel itinerary from a travel agent or online booking (E-Ticket)
- Business letter from your employer.

(Note: Business letters are accepted on a case by case basis by the U.S. Department of State. We always recommend the applicant have a confirmed travel itinerary or hotel confirmation.)

**IMPORTANT:** Travel plans must go inside of the hand carry envelope when you appear at the acceptance agent.

### ☐ REQUIRED GOVERNMENT FEES

- U.S. Department of State Fee
  - \$140.00 Make check or money order payable to U.S. Department of State.
  - Write your date of birth on the check or money order
- Acceptance Agency Fee
  - \$25.00 Leave check or money order blank.
  - Acceptance agent will instruct you to whom you will make the check or money order payable.

**IMPORTANT:** The U.S. Department of State fee is \$140. If payment is made incorrectly, the passport agency will deny your passport application.

STARTER CHECKS AND 3RD PARTY CHECKS WILL NOT BE ACCEPTED



## Step 3: Visit Acceptance Facility

### □ TAKING APPLICATION TO A PASSPORT ACCEPTANCE FACILITY

• Applicant and Parents/Guardians MUST Appear in person at a post office, courthouse, county clerk and present the original documents to an acceptance agent authorized to accept passport applications. The acceptance agent MUST witness the signing of the passport application.

**IMPORTANT:** Both parents must appear in person at a post office or courthouse and present the original documents to an acceptance agent which is authorized to accept passport applications. If both parents are not available, the absentee parent must fill out a consent form DS-3053 (<http://www.state.gov/documents/organization/212243.pdf>) which allows the one parent to apply for the passport. This form must be notarized and the notary can hand write the expiration date. It must be part of their stamp. Please contact our office at 877-910-7277 if you have any questions.

• Notify the agent that you are using an expediting service to “hand carry” your application

Click here <http://visa.his.com/> to locate an acceptance facility in your area.

• The acceptance agent will take All Documents you prepared in Step 1.

• The agent will instruct you to Sign the DS-11 in their presence. Your signature must appear the same and match favorably on all documents.

• They will also verify the child to the passport photos given.

• The agent will then Seal the DS-11, photos, proof of citizenship, travel documents, authorization letter and the \$140.00 check in an envelope marked “To be opened by U.S. Passport Office Only”.



**IMPORTANT:** Make sure the agent returns the sealed hand carried envelope to you. If the agent is not familiar with the expediting procedure and is reluctant to release the sealed hand carried envelope, suggest that he/she refer to page 31 of their Passport Agent's Manual, "Hand-carrying of Executed Applications".

**IMPORTANT:** DO NOT OPEN THIS SEALED HAND CARRIED ENVELOPE OR THE APPLICATION WILL BE INVALID.

#### HAND CARRY ENVELOPE PREPARATION

•The acceptance agent should put the travel plans and the authorization letter inside the hand carry envelope as well. Attach your other copy of the travel plans and authorization letter to the outside of the hand carry envelope with a staple or paperclip.

## Step 4: Package and Send Documents

#### SHIPPING YOUR PASSPORT APPLICATION TO US FOR PROCESSING

**Attention:**

Passport Department Fastport Passport  
1318 Coney Island Ave Brooklyn, NY 11230  
Phone: 718-252-4100 ext 2

*We recommend overnight/next day shipping.*

Note: Same Day passport requests are processed the next business day unless you speak with a representative and arrange first overnight shipping with Fed Ex.



**Congratulations! You're done!**

Now you have completed the Fastport Passport Expedited checklist!! If you have already paid for service, you can send your documents to us and relax while we process your expedited passport request.

If you have reviewed the checklist and now want to proceed to checkout, [Click Here to see our expedited service options that best fit your needs.](#) <http://fastportpassport.com/passports>