

IMPORTANT: Please call (800) 573-3738 when ready to ship your passport documents.

Dear Traveler:

Thank you for choosing Urgent Passport Services to expedite your passport application. Our team of experienced passport agents is ready to complete your passport application in an efficient and secure manner. Our clients range from fortune 500 companies to individual leisure travelers. We are proud of our A+ rating with the Better Business Bureau and look forward to providing you with outstanding customer service.

Little mistakes can cause significant delays, so please take a few minutes to read and understand the instructions on the next page. To summarize, you must do the following...

- 1) Gather all of the required documents listed on the next page
- 2) DS-5504 application must be typed and printed (Handwritten version not acceptable)
- 3) Go to FedEx or UPS and call us at (800) 573-3738 when ready to ship

If you do have any additional questions, our staff of trained passport agents is available to assist you Monday - Friday between 8AM and 6 PM central time. We are also available on weekends between 10AM and 3PM central time. You may also email customer service at support@urgentpassport.com.

Regards,

Urgent Passport Services

PLEASE READ THESE INSTRUCTIONS CLOSELY.
THIS CHECKLIST SHOWS ALL REQUIRED DOCUMENTS.



1-800-573-3738

REPLACEMENT PASSPORT CHECKLIST:

1	United States Passport In Need of Replacing <ul style="list-style-type: none"> - Replacement passports are for adults whose passports were issued within the last 12 months <u>and</u> have had a name change during that same time period. If it has been more than a year since your passport was issued you must apply for a Passport Renewal. Replacement Passports are used for name changes or correct any descriptive data errors.
2	Digitally Typed and Printed State Department DS-5504 Passport Application (PART 2 on our site) <ul style="list-style-type: none"> - This online application can also be found here - https://pptform.state.gov/ (handwritten form NOT acceptable) - Go Past the privacy disclaimer – and on the next page click SUBMIT under “Apply Online” - Enter all passport information requested by the State Department – red asterisk fields required - “Summary of Fees” page (only check \$60 Expedite at Agency Fee & \$0 Passport Book Fee) click SUBMIT - “Next Steps” Page – Scroll to the bottom of the page and click CREATE FORM - Your completed Passport Application form will open as a PDF document, PRINT IT OUT
3	Two Recent Passport Photos <ul style="list-style-type: none"> - Go to your local Kinko's, CVS, or Photo Shop (Do not staple your photos to the form)
4	Proof of Travel Departure (Include <u>one</u> of the following) <ul style="list-style-type: none"> - One clear photocopy of an Airline Plane Ticket Confirmation with your name as the passenger - If driving across the border include a copy of a foreign hotel reservation with your name as the guest - If traveling for business you may type a company letter (see sample) www.urgentpassport.com/cloe/
5	Photocopy of Identification (Include <u>one</u> of the following) <ul style="list-style-type: none"> - One clear photocopy of your valid state issued Driver's License, State ID Card, or Military ID
6	Government Fee of \$60.00 <ul style="list-style-type: none"> - Passport Fee must be paid with a Personal Check or Money Order payable to “US Department of State” - Write your date of birth in the memo portion of your check or money order - The check or money order must be clearly written - illegible writing, scratch outs, or post dates get rejected
7	Urgent Passport Letter of Authorization <ul style="list-style-type: none"> - This form is included in this PDF document - please complete by hand with blue or black ink - We recommend only checking the first 2 boxes for best service / Courier Company Name is "Urgent Passport"
8	Letter of Explanation for Replacement & Certified Marriage Certificate or Divorce Decree <ul style="list-style-type: none"> - Please be detailed in your letter explaining how and when your name changed - sign and date the letter
9	Urgent Passport Order Form & Expediting Fee <ul style="list-style-type: none"> - The order form is included in this PDF document - can be completed by hand or typed in - Please fill this form out completely - including expediting service, payment info, and shipping info

SHIPPING INFORMATION: WHEN READY TO SHIP CALL 1-800-573-3738

SHIPPING ADDRESS # 1
(FEDEX ONLY)

URGENT PASSPORT
230 S. CLARK ST.
222
CHI CAGO, IL 60604

SHIPPING ADDRESS # 2
(FEDEX ONLY)

URGENT PASSPORT
4901 S. ZUNI ST.
(FEDEX HOLD - J. PALSON)
LITTLETON, CO 80120

* WE WILL ROUTE YOU TO THE SHIPPING ADDRESS THAT PROVIDES THE FASTEST SERVICE *

URGENT PASSPORT ORDER FORM

THIS ORDER FORM MUST BE FILLED OUT COMPLETELY.
PLEASE FEDEX OR UPS ALL REQUIRED DOCUMENTS



WWW.URGENTPASSPORT.COM

1-800-573-3738

APPLICANT INFORMATION:

Departure Date _____
Full Name _____
Date of Birth _____
Place of Birth _____
Last 4 digits of Social Security # _____
E-mail _____
CC E-mail _____
Home Address _____
City _____ State _____
Zip Code _____ Phone _____

SEND MY COMPLETED PASSPORT TO:

Address 1 _____
Address 2 _____
City _____ State _____
Zip Code _____ Cell Phone _____

TO ENSURE TIMELY PROCESSING:

1 PRINT ALL PAPERWORK OFF WEBSITE, READ INSTRUCTIONS CLOSELY, & GATHER DOCUMENTS

2 DS-5504 FORM MUST BE DONE ONLINE & PRINTED (HANDWRITTEN FORM WILL GET REJECTED)

3 CALL 1-800-573-3738 FOR SHIPPING ADDRESS

URGENT PASSPORT EXPEDITING FEES:

(1) Expedited Service - select one -	Fees:	Amount:
- Same-day Processing	\$250	\$ _____
- 2 Day Processing	\$200	
- 3 or 4 Day Processing	\$160	
- 6 Day Processing	\$125	
- 10 Day Processing	\$80	

(2) Return Shipping Fee: - select one -	Fees:	\$
- FedEx Standard Overnight (by mid-afternoon)	\$22	
- FedEx Priority Overnight (by noon)	\$27	
- FedEx Saturday Delivery (Saturday by 3PM)	\$40	
- FedEx First Overnight (by 8:30AM)	\$60	

Total Urgent Passport Fee: (1 + 2) = -----> \$ _____

CREDIT CARD PAYMENT - CHECK ONE

VISA ☐

MASTERCARD ☐

AMEX ☐

Name on Card _____

Billing Zip Code _____ Expiration _____

Credit Card # _____

3 or 4 Digit Code _____

Cardholder Signature **X** _____

OTHER PAYMENT OPTIONS

MONEY ORDER ☐

CASHIER'S CHECK ☐

Payable to: URGENT PASSPORT SERVICES
(Personal Checks Not Accepted for Company Fee)

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LITTLETON, CO 80120

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Letter of Authorization

Please carefully read the information below before completing this Letter of Authorization.

An individual's personal information cannot be released by the U.S. government to another party without the written consent of the individual under the provisions of the Privacy Act of 1974 ([5 USC 552a](#)). As a result, an employee at a U.S. passport agency cannot discuss the details of your passport application with a third party without your written consent.

Please check **all** that apply:

- ☐ I authorize the company stated below to submit my passport application to a passport agency and pick up the passport from a U.S. passport agency on my behalf.
- ☐ I authorize the passport agency to disclose to the company listed below any requests for further documentation and/or information that that may arise in connection with my passport application, and I authorize the company to respond to such requests under my direction.
- ☐ I do not authorize the passport agency to disclose to the company listed below any requests for further documentation and/or information that may arise with my passport application. I want the passport agency to contact me directly should an issue arise with my passport application that concerns matters other than the date on which the passport will be ready for pick-up from the passport agency.

Applicant Information

(Note: All of the information below may ONLY be filled out by the applicant, parent, legal guardian, or person legally acting in loco parentis)

Applicant Name: _____
(Last Name, First Name, Middle Name)

Applicant Phone No: _____ Date: _____
(Area Code-XXX-XXXX) (MM/DD/YYYY)

Courier Company Name: _____

Applicant Signature: _____
(If the applicant is under the age of 16 the parent(s), legal guardian(s), or person legally acting in loco parentis must sign)