



Step 1: Complete Application Form DS-11

- Complete application form online and print it.**

<https://pptform.state.gov/>

1. Complete the **DS-11 Application Form** online using the [Passport Application Wizard](#). All passport agencies now require the use of this online form. Complete this form online and continue below.
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 PASSPORT 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. Please only check off the first two boxes if you want Fastport to discuss your application with the State Dept.

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 the 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.

SUBMIT PROOF OF IDENTITY: (Two or more forms of ID are recommended)

- Provide a copy (Front and Back) of applicants valid drivers license. (Note: Applicants drivers license must be valid for at least 6 months)
- If applicant does not have a valid drivers license or it has been recently issued, you are required to appear at the passport acceptance agent with an identifying witness, who has a drivers license or a valid passport. (A permit or non-driver ID is not considered a valid drivers license).
- It helps to provide copies of at least three supplemental identification documents to avoid any delays in processing your application with the U.S. Department of State.
- Name Change: It is required that you submit your original marriage license, divorce decree, or name change decree.
Acceptable Supplemental Identification:

FASTPORT

— P A S S P O R T —

- Non Drivers ID Card
- Library Card
- Lease Agreement
- Work Identification
- Credit Card
- Voters Registration Card
- Social Security Card
- School ID
- Baptismal Certificate
- Health Insurance Card
- High School Year Book
- Tax Records

SUBMIT PASSPORT PHOTOGRAPHS

- Two identical passport photos (must be 2"x2") are required for a new passport.

SUBMIT PROOF OF U.S. CITIZENSHIP

- Applicant must provide one original document (not a copy) from the following:
 - Original U.S. Birth Certificate
 - Certified copy of U.S. Birth Certificate
 - Original Naturalization Certificate
 - Old U.S. Passport

SUBMIT 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.

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.

GOVERNMENT FEES:

- U.S. Department of State Fee
 - \$170.00 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 \$170. 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

TAKE APPLICATION TO A PASSPORT ACCEPTANCE FACILITY

- Applicant **MUST Appear** in person at a post office, courthouse, or county clerk and present the original documents to an acceptance agent authorized to accept passport applications. The acceptance agent **MUST** witness the signing of your passport application.
- **Notify** the agent that you are using an expediting service to “hand carry” your application.
Visit <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.
- The agent will then **Seal** the DS-11, photos, proof of citizenship, travel



documents, authorization letter and the \$170.00 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.

Step 4: Package and Deliver Documents

HAND-CARRY ENVELOPE CHECKLIST STEPS: IMPORTANT

1. Attach your travel plans, and authorization letter to the outside of the hand carry envelope with a staple or paperclip. There should also be a copy of the authorization form and travel plans inside of the hand carry envelope as well.
2. Attach an additional copy of your barcoded DS-11 application form on the outside of the hand carry envelope. This does not need to be signed or have any photos attached. This helps the State Dept. to quickly scan your application in for processing.

SHIPPING YOUR PASSPORT APPLICATION FOR EXPEDITED 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 see our expedited service options that best fit your needs, visit here:

<http://fastportpassport.com/passports>