

## 1 Complete Application Form DS-82

COMPLETE THE RENEWAL APPLICATION FORM DS-82 ONLINE

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

- Scroll down to the bottom of the last page and Agree to Terms. Next, click the link that says “**Create Form**” where .pdf file will then open in a new window. This is the barcoded application form. Should you have any issues with the online form wizard, please download and complete the following form by hand: [DS-82 Renewal Application Form](http://www.state.gov/documents/organization/212241.pdf)  
<http://www.state.gov/documents/organization/212241.pdf>
- Print your barcoded application form.
- Sign this form in blue or black ink only.

**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:** The government fee of \$170 is **NOT** paid online. Neither is shipping. These are paid separately.

## 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. 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 form is required for all expedited passport services.

## SUBMIT PASSPORT PHOTOGRAPHS

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

- 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 to 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**

## SUBMIT EXPIRED / OR SOON TO BE EXPIRED PASSPORT

**(Please make sure your passport is signed)**

- It is recommended that your passport has at least 6 months of passport validity.
- Your passport must be expired less than 5 years or you can renew early.
- If your passport was issued more than 15 years ago, **you must apply for a new passport.**
- If your passport was issued when you were younger than 16 or has been expired for more than 5 years, **you must apply for a new passport.**
- If the name you are currently using differs from the name on the expired passport, submit your original name change documentation. Ex: (Marriage Certificate or Name Change Decree).

**IMPORTANT:** You will need a new passport if your current passport is mutilated, altered, or damaged.

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## Package and Send

### SHIPPING YOUR PASSPORT TO US:

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, go to the link below to see our expedited service options:

<http://fastportpassport.com/passports>

**Any Questions? Please Call Us Immediately: 877-910-7277**