



Tel: 888 838 4867 ♦ Email: TOUR@TravelDocs.com

REQUIREMENTS TO EXPEDITE FIRST TIME U.S. PASSPORT

- 1. One original** completed application form **DS-11** and **one photocopy** of the completed form (Your signature on the original **MUST** be witnessed by an authorized acceptance agent discussed in item #6 below. The photocopy should be signed but need not be executed by the authorized acceptance agent.)
- 2. Two professional passport photographs**, taken within the past 3 months.
- 3. Proof of U.S. Citizenship** (one of the following):
 - A) Certified copy of birth certificate** (usually bears a raised or holographic seal), issued by state or county health department or vital statistics bureau (hospital birth certificates are not acceptable)
 - B) Naturalization certificate**
 - C) Certificate of citizenship**
 - D) Consular report of birth abroad**
 - E) Previous expired U.S. passport** (if applicable)
- 4. Two (2) copies** of a **Letter of Authorization** "Attn: U.S. Passport Agency" stating "I authorize Travel Document Systems to pick up my passport and to discuss the status of my application with the Passport Services staff." (see attached) This letter requires the original signature of the applicant in **BLUE INK**.
- 5. Two (2) copies** of proof of the departure date from the USA. (Copy of itinerary or air tickets indicating eminent international travel).
- 6. Take all the required items above** to your local acceptance agent for passport applications. This is usually a post office official or a county clerk. (Search <http://iafdb.travel.state.gov> for locations and hours.) Pay the clerk the total U.S. Government fees; including expediting fees, execution and security fees (\$195 for adults, \$165 for children under 16 years). Be prepared to write two checks for the total amount, as the clerk will retain a \$25.00 execution fee. **Please write your name and date of birth on the check.** Ask the clerk to execute the documents and place them along with your check for \$170.00 into a sealed envelope addressed to "U.S. Passport Agency". **(You must not open this envelope again before shipping it and the sealed application must be submitted to a US Passport Agency within 5 days of execution so you must overnight it to us immediately).** **Please attach the photocopy of your completed form DS-11 along with one of the two Letters of Authorization, and one copy of Proof of Departure to the outside of the sealed envelope.**

Fees:

PTDS First Time Passport Service Fee:	\$ 75.00
Local Clerk Execution Fee:	\$ 25.00
U.S. Government Renewal & Expediting Fee:	\$170.00
Total	\$270.00

Please include your separate personal check payable to Pinnacle Travel Document Systems or provide the details of your credit card with authorization for the \$75.00 in service and return shipping fees.

Send your documents immediately via FedEx or other traceable courier service to:

**Attn: Steven LeTellier
PINNACLE TRAVEL DOCUMENT SYSTEMS
925 15th STREET N.W. 3rd Floor
WASHINGTON D.C. 20005
1-888-838-4867**

PROCESSING INFORMATION

- Your application will be hand carried to the U.S. Passport Agency. There, the Passport Agent will examine the application and if all documents are in order, assign a date the passport will be issued (according to departure date from U.S.). Processing time varies according to the departure date from the U.S. and visas required – usually 4-10 days.
- You may request that extra pages be added to your passport at the time it is issued if you travel frequently – this is done at the discretion of the US Passport Agency.

PLEASE FOLLOW THESE INSTRUCTIONS CAREFULLY. MISSING OR INCORRECT INFORMATION MAY RESULT IN SIGNIFICANT DELAYS

SUMMARY

ITEMS THAT MUST GO INSIDE THE SEALED APPLICATION ENVELOPE

- 1.** U.S. Government form DS-11 executed by an authorized acceptance agent.
- 2.** Proof of U.S. citizenship (This will be returned to you with your new passport.)
- 3.** Two (2) professional passport photos taken within the past 3 months.
- 4.** One (1) copy of your letter of authorization originally signed in blue ink
- 5.** One (1) copy of your flight itinerary or proof of departure from the U.S.
- 6.** Your check for the total of U.S. Government fees (\$170.00 for adults)

ITEMS TO BE CLIPPED TO THE OUTSIDE OF THE SEALED APPLICATION ENVELOPE

- 1.** One (1) photocopy of your signed US Government form DS-11
- 2.** One (1) copy of your letter of authorization originally signed in blue ink
- 3.** One (1) copy of your flight itinerary or proof of departure from the U.S.
- 4.** Your check payable to Pinnacle Travel Document Systems in the amount of \$75.00.
- 5.** Any correspondence to us regarding the return of your passport, etc.



PLEASE BE CERTAIN TO INCLUDE THE FOLLOWING:

- ◆ Sealed envelope containing passport application materials as noted
- ◆ This completed form
- ◆ One (1) photocopy of completed US Government application form DS-11 *per person*
- ◆ One (1) PTDS Authorization Letter *per person* executed in **blue ink**
- ◆ One (1) copy of your flight itinerary or proof of departure from the U.S.
- ◆ Check or money order payable to Pinnacle TDS or credit card authorization below

PLEASE TYPE OR PRINT CLEARLY

Full Name (1): _____ Full Name (2): _____

Passport #: _____ Exp: / / Mo / Yr Passport #: _____ Exp: / / Mo / Yr

Home _____ Home Tel: _____

Mailing _____ Work Tel: _____

Address: _____ Email: _____

(FedEx cannot deliver to PO boxes) Date of Departure from Home: / / Month / Day / Year

Address _____ Service: **US Passport New**

For the _____ Special Instructions: _____

Return of _____

Passport: _____

Tel: _____

Please indicate below if there are known periods during which you will not be available to sign for the return of your passport via FedEx.

I will not be at my home and/or return shipping address from / / Month / Day / Year to / / Month / Day / Year

CREDIT CARD AUTHORIZATION: AMEX / VISA / MC (please circle one)

Cardholder Name: _____ Signature: _____

Card #: _____ Expires: / / Mo / Yr Amount US\$ _____

PTDS PSPT NEW 75

PTDS

PINNACLE TRAVEL DOCUMENT SYSTEMS, INC.

AUTHORIZATION FORM

Tel: 888-838-4867
202-638-3800
Fax: 202-638-4674

**To: U.S. Department of State
Passport Agency**

I, _____ authorize
(full name and birth date)

PINNACLE TRAVEL DOCUMENT SYSTEMS to pick up my passport and to discuss the status of my application with the Passport Services Staff.

My departure date from the United States is _____.

Signature of Applicant

Signature of parent if applicant is under age 18

Complete if Applicable:

I am requesting that my application for passport be expedited, as I will also be required to apply for visas for the following country(ies): _____.

**Pinnacle Travel Document Systems
925 Fifteenth Street N.W. 3rd Floor
Washington, D.C. 20005
Voice: 1-800-874-5100....Local: 202-638-3800
Fax: 202-638-4674**

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Voice: 1-800-874-5100....Local: 202-638-3800
Fax: 202-638-4674**



APPLICATION FOR A U.S. PASSPORT

Please Print Legibly Using Black Ink Only

OMB APPROVAL NO. 1405-0004
EXPIRATION DATE: 12-31-2013
ESTIMATED BURDEN: 85 MIN

Attention: Read WARNING on page 1 of instructions

Please select the document(s) for which you are applying:

U.S. Passport Book U.S. Passport Card Both

The U.S. passport card is **not** valid for international air travel. For more information see page 1 of instructions.

28 Page Book (Standard) 52 Page Book (Non-Standard)

Note: The 52 page option is for those who frequently travel abroad during the passport validity period and is recommended for applicants who have previously required the addition of visa pages.

1. Name Last

First

Middle

2. Date of Birth (mm/dd/yyyy)

____/____/____

3. Sex

M F

4. Place of Birth (City & State if in the U.S., or City & Country as it is presently known.)

5. Social Security Number

____-____-____

6. Email Address (e.g. my_email@domain.com)

____@____.____

7. Primary Contact Phone Number

____-____-____

D O DP DOTS Code _____

End. # _____ Exp. _____

8. Mailing Address: Line 1: Street/RFD#, P.O. Box, or URB.

Address Line 2: Clearly label Apartment, Company, Suite, Unit, Building, Floor, In Care Of or Attention if applicable. (e.g. In Care Of - Jane Doe, Apt # 100)

City

State

Zip Code

____-____

Country, if outside the United States

9. List all other names you have used. (Examples: Birth Name, Maiden, Previous Marriage, Legal Name Change. Attach additional pages if needed)

A. _____ B. _____

A. _____ B. _____

10. Parental Information

Mother/Father/Parent - First & Middle Name

Last Name (at Parent's Birth)

Date of Birth (mm/dd/yyyy)

____/____/____

Place of Birth

Sex

Male Yes
 Female No

U.S. Citizen?

Mother/Father/Parent - First & Middle Name

Last Name (at Parent's Birth)

Date of Birth (mm/dd/yyyy)

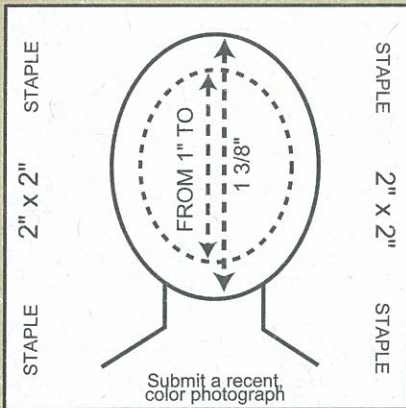
____/____/____

Place of Birth

Sex

Male Yes
 Female No

U.S. Citizen?



Submit a recent color photograph

CONTINUE TO PAGE 2

DO NOT SIGN APPLICATION UNTIL REQUESTED TO DO SO BY AUTHORIZED AGENT

I declare under penalty of perjury all of the following: 1) I am a citizen or non-citizen national of the United States and have not, since acquiring U.S. citizenship or nationality, performed any of the acts listed under "Acts or Conditions" on the reverse side of this application (unless explanatory statement is attached); 2) the statements made on the application are true and correct; 3) I have not knowingly and willfully made false statements or included false documents in support of this application; 4) the photograph submitted with this application is a genuine, current photograph of me; and 5) I have read and understood the warning on page two of the instructions to the application form.

X _____
Applicant's Legal Signature - age 16 and older

X _____
Mother/Father/Parent/Legal Guardian's Signature (if identifying minor)

X _____
Mother/Father/Parent/Legal Guardian's Signature (if identifying minor)

Acceptance Agent (Vice) Consul USA Passport Staff Agent

Identifying Documents - Applicant or Mother/Father/Parent on Second Signature Line (if identifying minor)

Driver's License Issue Date _____ Exp. Date _____ Place of Issue _____

Passport

Military Name _____

Other _____ ID No _____

Identifying Documents - Applicant or Mother/Father/Parent on Third Signature Line (if identifying minor)

Driver's License Issue Date _____ Exp. Date _____ Place of Issue _____

Passport

Military Name _____

Other _____ ID No _____



(Seal)

Facility Name/Location

Facility ID Number

____-____-____

Agent ID Number

____-____-____

Signature of person authorized to accept applications

Date

For Issuing Office Only → Bk _____ Card _____ Execution _____ EF _____ Postage _____ Other _____



* DS 11 A 12 2010 1 *

Name of Applicant (*Last, First & Middle*) _____ **Date of Birth** (*mm/dd/yyyy*) _____

11. Height _____ **12. Hair Color** _____ **13. Eye Color** _____ **14. Occupation** (*if age 16 or older*) _____ **15. Employer or School** (*if applicable*) _____

16. Additional Contact Phone Numbers

_____ Home Cell _____ Home Cell
 Work _____ Work _____

17. Permanent Address - *If P.O. Box is listed under Mailing Address or if residence is different from Mailing Address.*

Street/RFD # or URB (**No P.O. Box**) _____ Apartment/Unit _____

City _____ State _____ Zip Code _____

18. Emergency Contact - *Provide the information of a person not traveling with you to be contacted in the event of an emergency.*

Name _____ Address: Street/RFD # or P.O. Box _____ Apartment/Unit _____

City _____ State _____ Zip Code _____ Phone Number _____ Relationship _____

19. Travel Plans

Date of Trip (*mm/dd/yyyy*) _____ Duration of Trip _____ Countries to be Visited _____

20. Have you ever been married? Yes No *If yes, complete the remaining items in #20.*

Full Name of Current Spouse or Most Recent Spouse _____ Date of Birth (*mm/dd/yyyy*) _____ Place of Birth _____ U.S. Citizen? Yes No

Date of Marriage (*mm/dd/yyyy*) _____ Have you ever been widowed or divorced? Yes No Date (*mm/dd/yyyy*) _____

21. Have you ever applied for or been issued a U.S. Passport Book? Yes No *If yes, complete the remaining items in #21*

Name as printed on your most recent passport book _____ Most recent passport book number _____

Status of your most recent passport book _____ Date most recent passport book was issued _____
 Submitting with application Stolen Lost In my possession (*if expired*) or approximate date you applied (*mm/dd/yyyy*) _____

22. Have you ever applied for or been issued a U.S. Passport Card? Yes No *If yes, complete the remaining items in #22*

Name as printed on your most recent passport card _____ Most recent passport card number _____

Status of your most recent passport card _____ Date most recent passport card was issued _____
 Submitting with application Stolen Lost In my possession (*if expired*) or approximate date you applied (*mm/dd/yyyy*) _____

PLEASE DO NOT WRITE BELOW THIS LINE

FOR ISSUING OFFICE ONLY

Sole Parent

Name as it appears on citizenship evidence _____

Birth Certificate SR CR City Filed: _____ Issued: _____

Report of Birth 240 545 1350 Filed/City: _____

Nat. / Citiz. Cert. Date/Place Acquired: _____ A# _____

Passport C/R S/R Per PIERS #/DOI: _____

Other: _____

Attached: _____

P/C of ID DS-3053 DS-64 Bio Quest Citz W/S DS-10 DS-86 DS-71 DS-60

