

# Damaged PASSPORT CHECKLIST

Please initial next to each of the requirements below.  
Please enclose a copy of your checklist outside of the sealed envelope.

## DS-11 Passport Application

This application **MUST** be filled out online and printed correctly or it will be rejected by the Department of State. You must click "Create Form" at the end of the application. The newly created application will have two bar codes, one on the top left side and one on the bottom right side. Print two copies. One copy will be included in the sealed envelope and the other copy will be placed outside the sealed envelope.

## Statement Regarding a Mutilated Passport

Print out and neatly fill in form. Original will be included in sealed envelope. Place a photocopy of form outside the sealed envelope.

## Travel Itinerary

Print 2 copies of your travel itinerary. Ensure that the travel date on your itinerary matches the date on your application and that the child's name appears on the itinerary. One copy will be included in the sealed envelope and the other copy will be placed outside the sealed envelope.

## Two Identical Passport Photos

Include two identical passport photos which have been professionally taken. These must meet the government requirements. Please make copies, place the original photos inside the sealed envelope and the copies outside of the sealed envelope.

## Authorization Letter

Print 2 copies of the authorization letter. This allows us to act as an agent in your behalf.

## Proof of Identification

Print 2 copies valid driver's licenses with photograph issued more than six months ago. One copy will be included in the sealed envelope and the other copy will be placed outside the sealed envelope.

## Proof of Citizenship

Provide a state issued original or certified copy of your birth certificate, certificate of naturalization or citizenship. The original will be included in the sealed envelope (This will be returned with your passport). Place a photo copy outside the sealed envelope.

## Government Fees

A check or money order made payable to the "US Department of State" in the amount of \$170. Temporary or starter checks will not be accepted. **Note:** Make sure that you spell out the check amount in the proper format (One Hundred Seventy and 00/100). Make a copy, place the original check in the sealed envelope, and leave the copies outside of the sealed envelope.

## Sealed Envelope

Make sure the government agent, such as the postal clerk, writes the applicants name, date of birth and departure date on the outside of the sealed envelope. **Note:** A \$25.00 fee will be charged by the agency sealing your package. This will be paid at the time you get your package

## FedEx Shipping Label

Call 1-888-443-5847 with your FedEx tracking number to confirm your reservation. Packages without confirmation will not be accepted. **DO NOT** ship your package to the address listed on the Government form. This address is not for our expedited service. If you use this address your passport will be processed through normal government means and will not be expedited.

I hereby certify that I have performed the above requirements to the best of my ability.  
I understand that the U.S. Department of State could suspend my case in the event that my package is incomplete.

Signature

Date