

Download and complete all the required forms:

Form **DS-11**: you must complete the application form online at <https://pptform.state.gov>. Once you complete the form you must print out. Do not sign the form until you are instructed to sign it by the officer at the Passport Acceptance Agency.

- **Letter of Authorization**: complete the letter of authorization and print two copies. Sign and date both copies of the letter authorization. The acceptance agent will seal the first copy inside the sealed envelope and the second page will be attached on the outside of the sealed envelope.
- **Order form**: complete the order form and print out two copies. Keep one copy for your records and send the second one to “American Passport & Visa Experts.”
- **Form DS-33053**: this form is needed only if one of the parents cannot appear in person.

Go to Passport Acceptance Agency (AA) to execute the signing process

You must appear in person at a designated U.S. Passport Acceptance Agency such as a US post office or a County Clerks Office. Inform the officer that you are using an expediting service to “hand carry” your application to the government passport agency for processing. You should have in your possession this checklist when you appear at the Acceptance Agent: Agent: • Proof of citizenship • Proof of identity • Two passport size photos • Proof of departure • Online completed application form (DS-11). Do not sign this form until requested to do so by the person administering the oath. • One copy of the letter of authorization • The government fee. (Two checks or money orders) made out to Department of state for \$178.32 and US Post Office/County clerks for \$35.00 If all your documents are in order the acceptance agent will administer the oath. He/she will then prepare and hand to you a SEALED ENVELOPE to send or bring to American Passport & Visa Experts Inc. Note: If the agent has any reservation in providing the sealed envelope to you, refer that person to page 31 or 44 of the Acceptance Agency Manual. This manual is part of the Department of State’s policy on “Hand Carrying of Executive Application”.

Requirements for a Child’s New Passport application:

Both parents as well as the child must appear in person. If one of the parents cannot appear in person he/she must complete consent form (DS33053). The consent form must be notarized must include copy of the parent’s photo ID. o Proof of citizenship: original or a certified copy of your birth certificate, and previous passport if any. o Proof of identity: parents’ valid drivers license, state ID, or current government ID o Two identical passport size photos: the photographs must be color, clear, with a full front view of your face. The background of the photos must be whit or off-white o Proof of departure: copy of your travel itinerary or an airline ticket. If this is a business trip you may use a company letter with a specific date of departure. o Government fee: two checks or money orders made out to U.S. Department of State for \$178.32 and a second check for \$35.00 made out to U.S. Post Office or County Clerks

Shipping Checklist

• The Sealed Envelope • Copy of the letter of authorization attached on the outside of the Sealed Envelope • Copy of the order form • FedEx return mailing fee: \$29.00 • Service fee: **Order Page**

Shipping instructions:

Send your package via FedEx Priority Overnight to: • American Passport & visa Experts Inc.
Attn: Gabe 555 Republic Drive Suite 308 Plano, TX 75074 phone # (972) 801-4907 email:
passportexperts@yahoo.com • Please call 1-972-801-4907 to confirm your date of departure and
to give us the tracking number of your FedEx package.