



New Adult Passport

YOU MUST SUBMIT FORM (DS-11) IF ANY OF THE FOLLOWING ARE TRUE:

1. You have **never** been issued a U.S. passport **or**
2. You are **under age 16 or**
3. You were **under age 16** when your **previous passport was issued or**
4. Your most recent U.S. passport was **issued more than 15 years ago or**
5. Your most recent U.S. passport was **lost or stolen or**
6. Your name has changed since your previous U.S. passport was issued and you are **unable to legally document your name change**

Please Note:

If the above statements **do not** apply to you, you may be eligible to **apply for passport renewal (DS-82)**.

Required Documents List:

Prepare the following documents and take them with you to the Passport Acceptance Facility, where an agent will verify your identity and seal your application and supporting documents into an envelope to be opened at the Passport Agency. Please inform the Passport Acceptance Agent that you are using a passport expediting service; you will need to send your sealed envelope to eVisa Center. To find a facility near you, visit <http://iafdb.travel.state.gov/>.

1-Proof of Identification:

A photocopy of the front and back of your state-issued Driver's License or Identification Card bearing a photo.

Copies must be on 8.5"x11" paper, on only one side of the paper; you may use two sheets of paper if necessary. You must also bring your original Driver's License or your ID card with you, which will be used to confirm your identity and will not be sealed inside the envelope.

2-Proof of US Citizenship:

This item will be sealed into the envelope and returned to you with your new passport. You may submit one of the following:

- 1- An original or certified copy of your birth certificate, with a raised seal from the State Office of Vital Statistics. Hospital-issued birth certificates are not acceptable.
- 2- Original US Naturalization Certificate
- 3- Expired US Passport. If your appearance has changed significantly, you may be required to submit a birth certificate or naturalization certificate.

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3-Completed Form (DS-11) “Application for a new US Passport”:

This form must be completed online at <https://pptform.state.gov/PassportWizardMain.aspx>

Choose (**Apply for a Passport Book**). Print two copies of the application and sign one in the presence of the Passport Acceptance Agent. The signed copy will go inside the sealed envelope. [Click her](#) to print instructions on how to complete your online application.

If completing [Form DS-11](#) by hand, do so legibly and in **black ink**. Make sure that all of the entered information is complete and correct. Illegible applications may delay application processing times. Give close attention to the above steps.

After your envelope has been sealed, attach your second, unsigned copy of Form DS-11 to the outside of the envelope with a paper clip or staple.

4-Two Identical Passport Photos:

Two identical passport-size (2”x2”) color photographs, taken within the last six months:

The photos must be identical and printed on high-quality photo paper, and must have a white or off-white background. The photos must measure (2”x2”) and meet the head size criteria specified at

http://travel.state.gov/passport/guide/faq/faq_881.html

No uniforms, sunglasses or hats are allowed, except for headgear worn daily for religious reasons. A signed letter from the applicant must be included explaining that the item is worn daily for religious reasons.

5-Letter of Authorization:

[eVisa Center Letter of Authorization, completed and signed](#). The Letter of Authorization allows eVisa Center to represent you to all agencies involved in issuing your passport. The signature on the Letter of Authorization must be original, no faxes, scans or copies will be accepted. **Please print two copies.**

6-Proof of Departure:

Submit a copy of your flight itinerary, airline tickets, or a letter from your company (on company letterhead) stating that a passport is required for business travel. This letter must be signed by a representative of the company other than the applicant and must specify the applicant’s departure date(s) and destination(s).

7-Government Fees:

Two separate fees will be paid by check or money order when the sealed envelope is executed. Please note that starter checks are not accepted.

- 1- An execution fee of \$25, payable to the agency (USPS or Clerk of Court). This fee is not sealed inside the envelope.
- 2- Passport processing fee of \$135, payable to **US Department of State**. This fee will be collected by the agent and sealed inside the envelope.

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8-Service Order Form:

[Download service order form](#) to completely fill-out, print out, and sign the Service Order Form.

Ship Documents to eVisa Center:

Please ship your documents via FedEx Priority Overnight or any other next day service. All package received after 8:30 AM will be processed next day.

To have your package processed same day you must ship it via FedEx First Overnight.

Your package should include the following items:

- 1- The government sealed envelope from the Acceptance Agent.
- 2- Payment to eVisa Center or eVisa Center Order Form (item 8).
- 3- Two copies of the Letter of Authorization. **Clip second copy to the sealed envelope.**

eVisa Center

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