

# HOW TO GET U.S. PASSPORT FAST

## COMPLETE EXPEDITED & EMERGENCY GUIDE 2026

**IN 72  
HOURS**

### What's inside:

- Your three expedited options
- Processing timelines
- Cost breakdowns
- Checklists
- Agency locations
- Photo rules
- Mistake checklist
- Contacts



# Quick Reference: Your Three Expedited Passport Options

Getting a passport quickly depends on your timeline and situation. Here's a concise overview:

## Standard Expedited Service

- 1 • Timeline: 2-3 wks processing (6-7 wks total)
- Cost: \$60 expedite fee + std. fees
- Best for: Travel 6+ wks out
- How: Check expedite box, use express mail

## Urgent Travel Service (Agency Appt.)

- 2 • Timeline: Same-day to 8 bus. days
- Cost: \$60 expedite fee + std. fees
- Best for: Travel < 14 days OR visa < 28 days
- How: Appointment at regional agency

## Life-or-Death Emergency

- 3 • Timeline: Up to 72 hrs (3 bus. days)
- Cost: \$60 expedite fee + std. fees
- Best for: Immediate family illness/injury/death abroad
- How: Emergency appt. with documentation

# Understanding Processing Times & Total Duration

Passport processing times from the State Department do NOT include mailing time. Always consider total elapsed time:

## Routine Service

- Processing: 4-6w
- Mailing: Up to 4w
- Total: 8-10w max

## Standard Expedited

- Processing: 2-3w
- Mailing (reg.): Up to 4w
- Total (reg.): 6-7w
- Total (exp. mail): 3-4w

**Important:** Always plan for total elapsed time. Expedited service with regular mail is too risky for travel within 5 weeks.

## Timeline Planning Table

Service Type	Processing	Mailing	Total Time	When to Use
Routine	4-6w	Up to 4w	8-10w	No urgency
Expedited (reg. mail)	2-3w	Up to 4w	6-7w	Travel 7+w
Expedited (exp. mail)	2-3w	~1w	3-4w	Travel 4-6w
Urgent Travel (agency)	Same-day to 8d	N/A (pickup)	Same-day to 8d	Travel <14d
Life-or-Death Emergency	Up to 72h	N/A (prioritized)	Up to 3d	Family emergency

# **Standard Expedited Service**

## **Who Should Use This Option**

This service is for you if you:

- Travel in 4-7 weeks
- Need faster than routine (4-6 weeks) processing
- Don't qualify for urgent travel (14-day rule)
- Prefer no agency appointment

## **How to Request**

### **First-Time (DS-11)**

1. Complete DS-11 (do not sign)
2. Check "Expedited Service"
3. Gather all documents
4. Visit acceptance facility
5. Bring two payments:
  - \$190 to "U.S. Dept. of State" (\$130 app + \$60 expedite)
  - \$35 execution fee to facility
6. Sign before agent
7. Request express mail (both ways)

### **Renewals (DS-82)**

1. Complete DS-82
2. Check "Expedited Service"
3. Include current passport
4. Include \$190 check/money order to "U.S. Dept. of State" (\$130 renewal + \$60 expedite)
5. Add \$22.05 for 1-2 day return delivery
6. Mail using Priority Mail Express

## **Processing Timeline Breakdown**

Once received by the State Department:

- Processing: 2-3 weeks
- Inbound mail: Up to 2 weeks (if not express)
- Outbound mail: Up to 2 weeks (if not express)

### **Total Realistic Timeline:**

- With express mail (both ways): 3-4 weeks
- With regular mail: 6-7 weeks

## **Standard Expedited Service: Cost Summary**

<b>Fee Component</b>	<b>First-Time Adult</b>	<b>Renewal Adult</b>	<b>Minor (Under 16)</b>
Application/Renewal Fee	\$130	\$130	\$100
Execution Fee	\$35	N/A	\$35
Expedited Service	\$60	\$60	\$60
<b>Subtotal</b>	<b>\$225</b>	<b>\$190</b>	<b>\$195</b>
Express Return Mail	\$22.05	\$22.05	\$22.05
Express Outbound Mail	\$30-33	\$30-33	\$30-33
<b>Total with Express Shipping</b>	<b>~\$277-280</b>	<b>~\$242-245</b>	<b>~\$247-250</b>

## **Payment Methods:**

Department of State payment: Check or money order ONLY (no cash, no credit cards)

Acceptance Facility payment: Varies by location - call ahead to confirm accepted payment types

# Urgent Travel Service: Agency Appointments

## Who Qualifies for Urgent Travel

- International travel within **14 days**, OR
- Foreign visa needed within **28 days**

 **Important:** Proof of travel or visa appointment is required.

## How to Get an Agency Appointment

01

### Call National Passport Information Center

- Phone: **1-877-487-2778**
- Hours: M-F 8 AM - 10 PM ET, Sat 10 AM - 3 PM ET
- Have travel details ready.

02

### Prepare Documentation

Includes standard application items PLUS:

- Proof of international travel (itinerary within 14 days)
- Hotel reservations (if available)
- Business meeting confirmations (if applicable)
- Visa appointment confirmation (if using 28-day rule)

03

### Attend Appointment

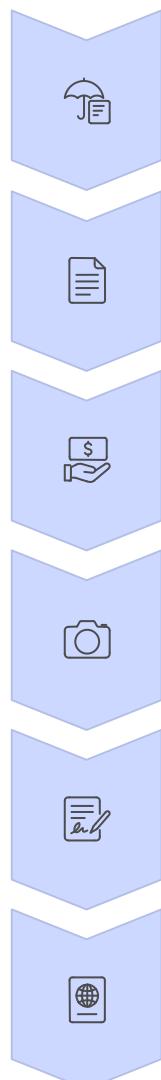
Bring to agency:

- All standard passport documents
- Two identical passport photos
- Proof of travel
- Payment (check/money order; most agencies don't accept cards)

 **Note:** Same-day passport issuance is possible, but may take up to 8 business days.

# What to Expect at Your Agency Appointment

## The Appointment Process



**Security Screening**

(like airport security)

**Document Review**

(with acceptance agent)

**Payment Processing**

**Photo Verification**

**Oath & Signature**

**Passport Issuance**

(same-day or pickup)



# Regional Passport Agencies

Your appointment must be at one of these locations:

City	ST	Address	Phone	Service Area
Boston	MA	Thomas P. O'Neill Federal Building, 10 Causeway Street, Suite 247	877-487-2778	CT, MA, ME, NH, RI, VT, NY (upstate)
Buffalo	NY	130 S. Elmwood Avenue, Suite 100	877-487-2778	Western NY
Chicago	IL	Kluczynski Federal Building, 230 S. Dearborn Street, 18th Floor	877-487-2778	IL, IN, MI, WI
Dallas	TX	1100 Commerce Street, Suite 100	877-487-2778	OK, TX
Denver	CO	3151 S. Vaughn Way, Suite 600	877-487-2778	CO, MT, UT, WY
Detroit	MI	211 W. Fort Street, Suite 1000	877-487-2778	MI (Detroit metro)
El Paso	TX	303 N. Oregon Street, Suite 100	877-487-2778	S. NM, W. TX
Honolulu	HI	Prince Kuhio Federal Building, 300 Ala Moana Boulevard	877-487-2778	HI, Pacific territories
Houston	TX	Mickey Leland Federal Building, 1919 Smith Street, Suite 1400	877-487-2778	SE TX, LA (partial)
Los Angeles	CA	11000 Wilshire Boulevard, Suite 1000	877-487-2778	S. CA
Miami	FL	3rd Floor, Claude Pepper Federal Building, 51 SW 1st Avenue	877-487-2778	FL, Caribbean
Minneapolis	MN	212 3rd Avenue South	877-487-2778	IA, MN, ND, SD, NE (partial)
New Orleans	LA	365 Canal Street, Suite 1300	877-487-2778	AL, AR, LA, MS, TN
New York	NY	376 Hudson Street	877-487-2778	NYC metro, NJ (N.)

# The 26 Regional Passport Agencies (Continued)

City	ST	Address	Phone	Service Area
Philadelphia	PA	U.S. Custom House, 200 Chestnut Street, Room 103	877-487-2778	PA, Southern NJ, DE
Portsmouth	NH	National Passport Center, 207 International Drive	877-487-2778	Nationwide (mail-in)
San Diego	CA	401 West "A" Street, Suite 1200	877-487-2778	Southern CA
San Francisco	CA	Federal Building, 95 Hawthorne Street, 5th Floor	877-487-2778	Northern CA, NV
San Juan	PR	Federal Building, 150 Chardón Avenue, Room 100	877-487-2778	Puerto Rico, US Virgin Islands
Seattle	WA	Henry M. Jackson Federal Building, 915 2nd Avenue, Suite 200	877-487-2778	WA, AK, ID, OR
St. Albans	VT	300 South West Street	877-487-2778	Nationwide (mail-in)
Tucson	AZ	Western Passport Center, 7373 North Oracle Road	877-487-2778	Nationwide (mail-in)
Washington	DC	600 19th Street NW	877-487-2778	DC, MD, VA, WV
Atlanta	GA	230 Peachtree Street NW, Suite 1000	877-487-2778	GA, SC, AL
Charleston	SC	1200 Supply Street	877-487-2778	Nationwide (mail-in)
Norwalk	CT	Federal Building, 10-A, 17 Wall Street	877-487-2778	CT, Southern NY

## Tips for Successful Agency Appointments

Call early for appointments

Book urgent service ASAP

Prepare all documents

Arrive 15 mins early

Bring exact payment

No non-refundable travel



# Life-or-Death Emergency Service

In critical situations involving immediate family abroad, specific protocols are in place to expedite passport services. Understanding these guidelines and preparing the necessary documentation can significantly aid in urgent travel arrangements.

## Emergency Qualifications

Urgent passport service is available for situations arising from:

- Serious illness of an immediate family member abroad
- Injury of an immediate family member abroad
- Death of an immediate family member abroad

## Definition of Immediate Family

Immediate family includes:

- Parent or legal guardian
- Child (including adult children)
- Spouse or partner
- Sibling
- Grandparent or grandchild

## Required Documentation

Proof of emergency is essential:

- Death certificate
- Hospital records or doctor's letter
- Contact information for the medical facility
- Proof of relationship to the immediate family member

## Processing Timeline

These cases receive the highest priority:

- Generally processed within 72 hours (3 business days)
- Often completed within 24-48 hours
- Same-day issuance is possible depending on circumstances

## Accessing Emergency Service

### During Business Hours:

Contact the National Passport Information Center:

## Associated Costs

Standard fees apply, with an additional expedite fee:

- Standard passport application fees
- An additional \$60 expedite fee

# First-Time Applicants Checklist: Required Documents

## Form DS-11 Application

- Complete all fields. DO NOT sign until with agent.
- Check "Expedited Service" if needed.
- Available: travel.state.gov.

## Proof of U.S. Citizenship (Original/Certified)

- Original/certified birth certificate (with seal).
- Consular Report of Birth Abroad.
- Naturalization Certificate.
- Previous U.S. passport (for first adult).

## Photocopy of Citizenship Document

- Front & back on 8.5" x 11" white paper.
- Must be legible (B&W or color).

## Government-Issued Photo ID

- Current Driver's License or State ID.
- Military or Gov. Employee ID.
- Previous U.S. passport.

## Photocopy of Photo ID

- Front & back on 8.5" x 11" white paper.
- Must be legible.

## Two Identical Passport Photos

- 2"x2" color, taken within 6 months.
- White/off-white background, front-facing.
- No eyeglasses (unless medical stmt.).
- No hats (except religious coverings).

# First-Time Applicants Checklist: Payments & Additional Items

## Payment #1: To U.S. Dept. of State

- Check or money order to 'U.S. Dept. of State' (NO cash or credit cards accepted)
- Amt: \$130 (Book) + \$60 (Expedite) = \$190
- Opt: \$22.05 for 1-2 day return delivery

## Payment #2: To Acceptance Facility

- \$35 Execution Fee
- Paid separately at facility
- Method varies by facility - call ahead to confirm accepted payment types (credit/debit, cash, or check)

## Proof of Travel (Urgent Service)

- Flight itinerary (dep. <14 days)
- Hotel reservation
- Bus. meeting confirmation
- Visa appt. (if <28-day rule)

## Express Mailing (Optional)

- Priority Mail Express to send app. (~\$30-33)
- 1-2 day return delivery (\$22.05) - book only

# Renewal by Mail Checklist (Form DS-82)

You CAN renew by mail if ALL of these are true:

- Undamaged, most recent passport available
- Issued when you were 16+
- Issued less than 15 years ago
- Current name on passport OR legally documented name change

## Form DS-82

- Complete, sign, date.
- Check "Expedited Service" if needed.

## Most Recent U.S. Passport

- Include undamaged passport.
- Returned with new passport.

## Two Passport Photos

- 2"x2" color, taken within 6 months.
- **NO eyeglasses.**

## Payment

- Check/money order to "U.S. Department of State".
- Amount: \$190 (\$130 renewal + \$60 expedite).
- Optional: Add \$22.05 for 1-2 day return delivery.

## Name Change Documentation (If Applicable)

- Marriage certificate
- Divorce decree
- Court order

## Mailing Instructions

- Use Priority Mail Express with tracking.
- Mail to address on Form DS-82.
- Allow 3-4 weeks (express shipping).

# When You CANNOT Renew by Mail

**IMPORTANT: You CANNOT renew by mail if:**



Passport damaged



Issued when under 16

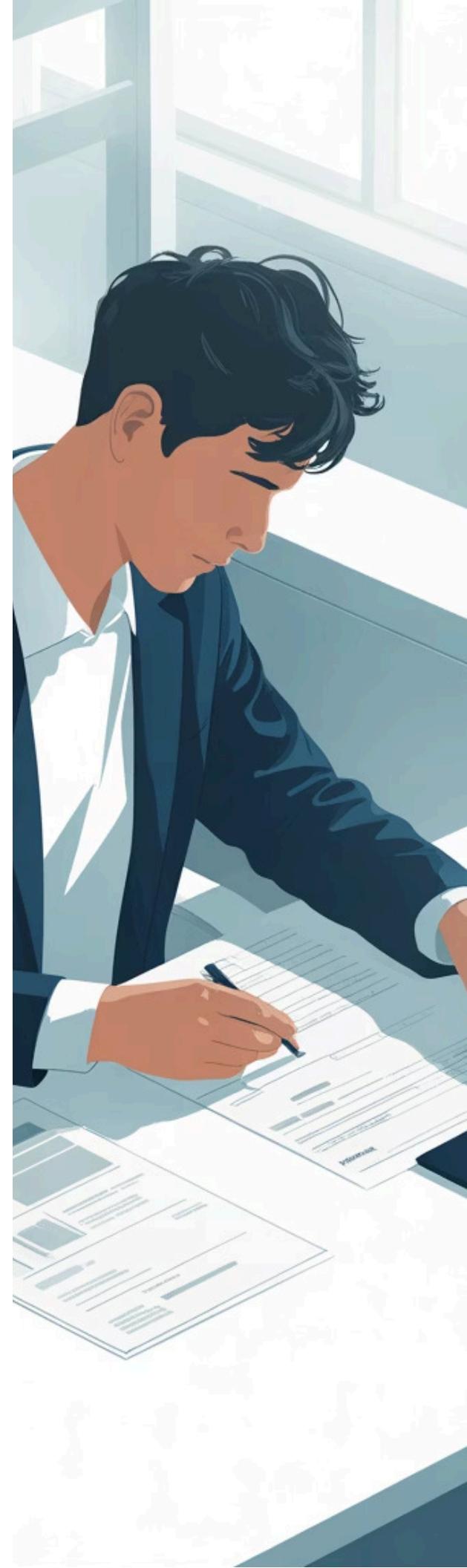


Issued over 15 years ago



Name changed, no documentation

If any of these apply, you must apply in person using Form DS-11.



# Minor Applicants (Under 16): Requirements

Children under 16 must apply in person using Form DS-11 with both parents present (or provide additional documentation).

→ **Form DS-11**

- Complete (do not sign).
- Child signs with agent.

→ **Child's U.S. Citizenship Proof**

- Original birth certificate, Consular Report of Birth Abroad, or Naturalization Certificate.

→ **Parental Relationship Proof**

Child's birth certificate (showing parent names).

→ **Parent Photo IDs**

- Valid photo ID for each parent (e.g., driver's license, passport).

→ **Passport Photos**

- Two 2"x2" color photos.
- Infants: child alone, hands not visible.

→ **Payment to U.S. Dept. of State**

- \$100 (passport book) + \$60 (expedite).
- Optional: \$22.05 for express return.

→ **Payment to Acceptance Facility**

\$35 execution fee.

## Notes:

- Minor passports are valid for 5 years.
- Children under 16 cannot renew by mail.

# Minor Applicants: Parental Consent

Both parents generally must consent to a child's passport application. Options:

1

## Both Parents Present

Both parents and child appear in person with IDs. Simplest.

2

## One Parent + Consent Form

Appearing parent and child, plus non-appearing parent's notarized Form DS-3053 (with ID copy).

3

## Sole Custody / Other

Provide court order for sole custody, death certificate, adoption decree, or specific court order.

## DS-3053 Form Instructions:

If one parent cannot attend, the absent parent must:

1. Complete Form DS-3053 ([travel.state.gov](http://travel.state.gov)).
2. Sign before a notary public (witnessed and sealed).
3. Include copy of ID shown to notary.
4. Send original notarized form to appearing parent.

# Passport Photo Requirements

## Strict Specifications

Passport photos must meet exact specifications. Non-compliant photos will cause delays.

### Size & Composition:

- Dimensions: 2x2 inches (51x51mm)
- Head size: 1" to 1-3/8" (25-35mm) from chin to head top
- Show full head (hair to chin) and shoulders

### Background:

- White or off-white only
- No patterns, shadows, or other people; plain, solid color

### Appearance:

- Face directly toward camera
- Neutral expression (natural smile acceptable, no teeth)
- Both eyes open, visible; mouth closed

### Clothing:

- Civilian clothing (uniforms for military/airline personnel only)
- Avoid white/very light colors (blends with background)
- Religious head coverings permitted if worn daily & face visible

### Eyeglasses:

- **STRICTLY PROHIBITED.**
- Exception: Doctor's statement confirming medical necessity.
- No clear frames or non-prescription glasses.
- Sunglasses never permitted.

### Headphones & Head Coverings:

- Wireless headphones/earbuds not permitted
- Hats not permitted (religious purposes exception)
- Religious head coverings allowed if: worn daily, don't obscure face, don't cast shadows

# Passport Photo Requirements: Quality & Where to Get Photos

## Quality Requirements:

Photos must be color, taken within 6 months, in sharp focus, with proper brightness/contrast, no red-eye, and printed on quality matte or glossy paper.

## Babies and Young Children:

Child must be alone, with no visible hands or other people. Eyes should be open if possible. A plain white blanket is acceptable for infants.

## Where to Get Photos:

- Pharmacies (CVS, Walgreens, Rite Aid)
- AAA offices (members)
- UPS Store, FedEx Office
- Many post offices
- Professional studios
- Cost: ~\$10-15

## Common Rejection Reasons:

1 Wearing eyeglasses

2 Photo too old (>6 months)

3 Wrong background

4 Face improperly sized/positioned

5 Poor lighting/shadows

6 Non-religious head covering

7 Blurry or pixelated

8 Other people visible

# Passport Application: Two-Payment Structure

## Critical for First-Time Applicants (Form DS-11)

Incorrect payment is a common delay. First-time applicants require TWO SEPARATE PAYMENTS.

Payments go to different entities: **1.** U.S. Department of State (passport processing) and **2.** Acceptance Facility (document verification/signature witnessing).

### Payment #1: U.S. Department of State

**Covers:** Passport application fee (\$130 adult, \$100 minor), expedited service (\$60), 1-2 day return delivery (\$22.05, optional).

**Method:** Check or Money Order ONLY. **No cash or credit cards accepted.** Payable to "U.S. Department of State." Must include DS-11 barcode if mailing (first-time applicants apply in person).

### Payment #2: Acceptance Facility

**Covers:** Execution fee (\$35) for processing application.

**Method:** Varies by facility (credit/debit, cash, check often accepted). Call ahead to confirm.

Made separately at the facility when submitting application.

### Examples:

- Adult expedited:  $\$130 + \$60 = \$190$
- Adult expedited + express return:  $\$130 + \$60 + \$22.05 = \$212.05$
- Minor expedited:  $\$100 + \$60 = \$160$
- Minor expedited + express return:  $\$100 + \$60 + \$22.05 = \$182.05$

# Common Payment Mistakes

## Mistake:

One check for \$225 (combining both payments).

**Result:** Delayed/rejected; facility fee unpaid.

## Mistake:

Missing \$60 expedite fee for State Dept.

**Result:** Routine processing (4-6 weeks).

## Mistake:

Paying facility fee to State Dept.

**Result:** Facility may reject without their \$35 fee.

## Correct approach:

- Bring \$190 check/money order for "U.S. Department of State" (adult expedited).
- Bring separate \$35 payment for facility (confirm methods).

## Renewal by Mail (DS-82) - Simpler Payment:

Only ONE payment required:

- Single check/money order to "U.S. Department of State".
- Amount: \$190 (renewal + expedite).
- No execution fee.
- Add \$22.05 for express return (optional).

# Express Shipping Costs & Options

Mailing time is separate from State Dept. processing. Factor it into total waiting period.

## Shipping Types: Outbound

To State Dept.

## Shipping Types: Return

From State Dept.

## Return Shipping

### Standard Mail

- Cost: Included
- Speed: 7-10 business days
- Not for expedited

### 1-2 Day Delivery (Expedited Recommended)

- Cost: \$22.05 (add to DOS)
- Speed: 1-2 business days (post-production)
- Full USPS tracking
- Passport books only

## Outbound Shipping

### For Mail Renewals:

#### Priority Mail

- Cost: ~\$10-15
- Speed: 2-3 business days
- Tracking available
- Non-urgent renewals

#### Priority Mail Express (Expedited Recommended)

- Cost: ~\$30-33
- Speed: 1-2 business days
- Tracking & \$100 insurance
- Expedited applications

### For In-Person:

Submit directly at an acceptance facility. No outbound shipping by applicant needed; facility may offer express mailing to DOS.

# Total Express Shipping Costs Summary

## Renewal by Mail (Expedited)

Outbound: \$30-33

Return: \$22.05

**Total: \$52-55**

## First-Time Application (Expedited)

Return: \$22.05

Optional Outbound: \$30-33

**Total: \$22.05 - \$55**

## Realistic Total Costs (Expedited w/ Shipping)

Applicant Type	Base Fees	Exp. Ship. Cost	Grand Total
Adult First-Time	\$225	\$22.05-\$55	\$247-\$280
Adult Renewal	\$190	\$52-\$55	\$242-\$245
Minor	\$195	\$22.05-\$55	\$217-\$250
Urgent Travel	\$225	N/A	\$225

## Important Shipping Notes:

- Express return (\$22.05) is for passport books ONLY.
- Return express fee is paid with DOS application.
- Outbound express is paid separately.
- Passport cards return via First Class Mail.

## Should You Pay for Express Shipping?

### ✓ Yes, if:

- Expedited service used
- Tight timeline
- Tracking/peace of mind desired
- Budget allows ~\$52-55 extra

### ✗ Skip if:

- 10+ weeks before travel
- Routine processing, no time pressure
- Budget is tight

Express shipping typically reduces total waiting time by 2-4 weeks.

## Private Passport Expediting Companies

Private expediting companies (couriers) secure agency appointments & hand-carry applications.

### What They Do:

- Secure appointments
- Review application
- Hand-carry to agency
- Pick up passport
- Arrange return shipping

### What They DON'T Do:

- Speed up government processing
- Bypass fees/requirements
- Guarantee approval
- Eliminate \$60 expedite fee

### When to Consider Using One:

#### ✓ Good reasons:

- Urgent appointment needed
- Complex travel documents
- Cannot visit agency
- Value convenience/expertise

#### ✗ Don't use if:

- Have time to self-process
- Tight budget (adds \$200-400+)
- Can get agency appointment easily
- Situation is straightforward

### Typical Costs:

Fees are **in addition** to all government fees:

- **Standard:** \$200-300
- **Rush (24-48 hrs):** \$300-450
- **Same-day:** \$450-600+

**Total Cost:** Govt. fees (\$225+) + Expeditor fee (\$200-600+) = **\$425-\$825+**

# Verifying Legitimate Expediting Companies

## Use State Department's Official Registry

The U.S. Department of State lists registered courier companies authorized to hand-carry passport applications.

### To verify a company:

1. Visit [travel.state.gov](http://travel.state.gov)
2. Search for "registered courier companies"
3. Check if the company is listed

### Additional verification:

- Check BBB rating and reviews
- Verify physical address & phone
- Ensure secure payment processing

## Red Flags - Avoid Companies That:

-  Guarantee approval / impossible timelines
-  Request payment via wire, gift card, crypto
-  Not on State Dept. registry
-  No verifiable address/phone, pressure tactics
-  Claim "special access" / numerous complaints

## Reputable Expediting Companies:

- Are registered with the State Dept.
- Have been in business for years
- Clearly explain process and fees
- Have strong BBB ratings & secure payment

# Verifying Legitimate Expediting Companies (Continued)

## Questions to Ask Before Hiring:

- What is your total fee & what's included?
- What are realistic processing times?
- What if my application is delayed/denied?
- How will you communicate progress?

## The Bottom Line:

Expediting companies offer valuable service for urgent/complex cases, but cannot speed up government processing.

## When to Use a Private Expeditor:

Use if unable to get appointment

Use if time is extremely critical

Use if you need expert guidance

The \$200-600+ fee is acceptable

For most travelers, calling the passport info center (1-877-487-2778) for an agency appointment is sufficient.

# Common Mistakes & How to Avoid Them

## Mailing DS-11 Applications

**✗ Mistake:** Mailing DS-11 (first-time applications)

**✓ Solution:** DS-11 must be submitted IN PERSON. Only DS-82 (renewals) can be mailed.

## Incorrect Payment Structure

**✗ Mistake:** Submitting one combined payment instead of two separate payments.

**✓ Solution:** First-time applicants must make TWO separate payments: Payment #1: \$190 check/money order to "U.S. Department of State", Payment #2: \$35 execution fee paid separately to the acceptance facility.

## Wrong Payment Methods

**✗ Mistake:** Bringing only cash or only a credit card to your appointment.

**✓ Solution:** Different payment methods required for each payment: Department of State payment: Check or money order ONLY (no cash, no credit cards accepted), Facility payment: Varies by location (some accept cards, some don't). Best practice: Bring check/money order for DOS payment + call facility ahead to confirm what they accept for the \$35 execution fee.

## Eyeglasses in Photo

**✗ Mistake:** Wearing glasses in photo

**✓ Solution:** NO eyeglasses unless medical statement provided.

## Missing Photocopies

**✗ Mistake:** Photocopies missing or one-sided

**✓ Solution:** Photocopy BOTH sides of ID & citizenship documents (even blank backs).

## Underestimating Elapsed Time

**✗ Mistake:** Expedited service assumed 2-3 weeks total

**✓ Solution:** Factor in mailing time. Expedited can take 6-7 weeks. Use express shipping.

# Common Mistakes & How to Avoid Them

1

## Book Travel Safely

✗ Booking non-refundable travel before passport is in hand. ✓ Wait for passport or book refundable options due to unpredictable processing times.

2

## Timely Appointments

✗ Calling for urgent travel appointments within 14 days. ✓ Call 14 days before international travel (28 days for visas); slots fill quickly.

3

## Proof of Travel

✗ Lacking confirmed itinerary for urgent appointments. ✓ Must have proof of international travel within 14 days (or 28 days with visa) for agency appointment.

4

## Licensed Expeditors Only

✗ Using unlicensed expediting companies. ✓ ONLY use State Department-authorized courier services listed on travel.state.gov.

# Common Mistakes & How to Avoid Them

## (Part 2)

1

### Missing Parent Consent (Minors)

**✗ Mistake:** Applying for minor's passport without other parent's notarized consent.

**✓ Solution:** Both parents appear, or absent parent provides notarized Form DS-3053.

2

### Signing Form DS-11 Prematurely

**✗ Mistake:** Signing Form DS-11 before acceptance facility visit.

**✓ Solution:** Complete form, but sign ONLY in front of acceptance agent.

3

### Ignoring Facility Details

**✗ Mistake:** Arriving at facility without confirming hours/payment.

**✓ Solution:** Call ahead for hours, appointment needs, & \$35 execution fee payment.

4

### Renewing Damaged/Old Passports

**✗ Mistake:** Trying to renew damaged or >15-year-old passport.

**✓ Solution:** Damaged/old passports require new DS-11 application in person, not mail renewal.

5

### Overlooking Name Changes

**✗ Mistake:** Renewing with old name without documenting change.

**✓ Solution:** Include legal name change document (marriage certificate, court order) with DS-82.

6

### Forgetting Expedite Fee

**✗ Mistake:** Checking "expedited" without including \$60 fee.

**✓ Solution:** Add \$60 to payment for Department of State ( $\$130 + \$60 = \$190$  for adults).

# Official Resources & Contact

## U.S. Department of State - Travel.State.Gov

### Website: [travel.state.gov](http://travel.state.gov)

- Passport forms (DS-11, DS-82, DS-3053)
- Processing times & fees
- Acceptance facility search
- Requirements & updates

### Status Tracking: [travel.state.gov/passports/check-status](http://travel.state.gov/passports/check-status)

## National Passport Information Center

**Phone:** 1-877-487-2778

### Hours (ET):

- Mon-Fri: 8 AM - 10 PM
- Sat: 10 AM - 3 PM
- Closed Sun & federal holidays

**TDD/TTY:** 1-888-874-7793

### Services:

- Passport questions
- Expedited service
- Appointment scheduling
- Application status
- Fee information

# Official Resources & Contact Information

## State Department Operations Center (Emergencies)

**Phone:** (202) 647-4000

- For emergencies outside normal hours.
- Cannot answer routine passport questions or schedule appointments.
- Strictly for urgent, life-or-death situations abroad or immediate crisis.

## Key Forms & Additional Resources

### Key Forms

- **DS-11:** U.S. Passport Application (New, Minor, Damaged)
- **DS-82:** U.S. Passport Renewal Application (Mail)
- **DS-3053:** Consent for Minor U.S. Passport (Under 16)
- **DS-64:** Lost or Stolen U.S. Passport Statement
- **DS-5504:** U.S. Passport Application (Name Change, Data Correction, Limited Replacement)



# Official Resources & Contact Information

## Regional Passport Agency Appointments

For urgent travel (within 14 days, or 28 for foreign visa), appointments at regional passport agencies are required. Call the National Passport Information Center to schedule.

- **Appointments:** Mandatory for all agency visits.
- **Eligibility:** Confirmed international travel within 14 days (or 28 with visa needs).
- **Scheduling:** Appointments released daily, fill quickly.
- **Location:** Varies by agency; check Travel.State.Gov for details.

## Additional Resources

- **FAQs:** Comprehensive Q&A on Travel.State.Gov.
- **Travel Advisories:** Up-to-date international travel risk info.
- **Embassy & Consulate Info:** Directory for emergency assistance abroad.
- **Smart Traveler Enrollment Program (STEP):** Enroll trips for safety alerts and emergency contact.



# Official Passport Resources

## When to Call Whom

Contact the right resource for passport assistance:



### Nat. Passport Info. Center (NPIC)

- General inquiries
- Expedited service
- Urgent appts
- Status & fees
- Hours: M-F 8a-10p ET; Sat 10a-3p ET



### State Dept. Operations Center

- Life-death emerg.
- Family emerg. abroad
- Urgent issuance
- Consular help overseas
- Available 24/7

For other passport details, forms, processing times, and acceptance facilities, visit the official website.

## Website Visit

The [travel.state.gov](https://travel.state.gov) is the primary resource for U.S. passport services, offering:

- |                              |                               |
|------------------------------|-------------------------------|
| • Requirements & updates     | • Forms (DS-11, DS-82, etc.)  |
| • Fee calculator             | • Acceptance facility locator |
| • Application status tracker | • FAQs & travel advisories    |

Always refer to the official website for the most accurate and current information to ensure a smooth process.

# Your Next Steps

Follow this action plan for a fast passport:

01

## Determine Timeline

- Assess travel date.
- Choose expedited options.

02

## Gather Documents

- Use checklist.
- Order birth cert (if needed).
- Get passport photos.
- Photocopy all docs (front/back).

03

## Complete Form

- DS-11 (first-time/minors) - complete, don't sign.
- DS-82 (renewals) - complete, sign.
- Check "Expedited Service."

04

## Prepare Payments

- First-time: \$190 DOS + \$35 facility.
- Renewal: \$190 DOS.
- Add \$22.05 for express return.

05

## Submit Application

- First-time: In-person.
- Renewal: Mail via Priority Mail Express.
- Urgent travel: Agency appt first.

06

## Use Express Shipping

- Pay \$22.05 for 1-2 day return.
- Use Priority Mail Express for sending.
- Save tracking numbers.

07

## Track Application

- Check status at [travel.state.gov](http://travel.state.gov).
- Allow 2-3 wks for expedited.
- Add 1 wk for mailing.
- Total: ~3-4 wks with express.

08

## Questions?

- [travel.state.gov](http://travel.state.gov) for official info.
- 1-877-487-2778 for passport questions.
- 202-647-4000 (24/7) for life-or-death emergencies.

Start your application today to ensure travel plans stay on track!

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GovClarity - Simplifying Government Procedures

*This guide is for informational purposes only. Always verify current requirements and fees at [travel.state.gov](http://travel.state.gov) or by calling 1-877-487-2778. GovClarity is not a government agency.*

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