



LOST OR STOLEN PASSPORTS

Passport Application Qualifications

First Time Application of a US Passport

ONE OF MORE OF THE FOLLOWING MUST BE TRUE IN ORDER FOR YOU TO USE THIS METHOD OF OBTAINING A US PASSPORT:

- You have *never* previously been issued a US passport.
- You have had a passport issued, but it is lost or stolen, and you cannot locate it.
- You have previously been issued a US Passport but were *under the age of 16* when it was issued.
- Your most recent passport was issued over 15 years ago.
- Your existing passport was mutilated or somehow destroyed (washing machine etc.), but you still have it, or it remains in your possession.

Proof of Citizenship

Submit one of the following as original proof of US Citizenship
(NO Photocopies or notarized copies accepted, and no Hospital Records):

- a. Certified Original Copy of a State, City or County Birth Record. Must list applicant's and parent's full names with official registrar seal and signature. [Click Here](#) for specifics
- b. Any previously issued US Passport is in fair condition regardless of how long ago it was issued. Note: Passport must have been issued as a fully valid U.S. Passport (5 year for minors or 10 years for adults)
- c. Consular Report of Birth Abroad or Certification of Birth
- d. Original Certificate of Nationalization.
- e. Original Certificate of Citizenship.

Application Form

[Download](#) complete but **DO NOT SIGN** the [DS-11](#) US Passport Application as well as [DS-64](#) form.

Lost or Stolen Passport Statement

[Download](#) complete and **DO SIGN** the Statement Regarding a Lost or Stolen US Passport application form [DS-64](#)

Note: *There is no real position the government takes on what kind of information they expect to have reported on this form, aside from answering the questions clearly, honestly, and accurately. Often people would say "well if I knew where my passport was, it wouldn't be lost". It is a good point, however, what they are trying to determine here is if there has been any inappropriate activity such as fraud or other criminal behavior or just negligence on the part of the passport holder or parent, or more importantly whether it can be located. So, it is*

best to just explain as much information as you possibly can to help them to determine if you might be able to find it, or - if it is lost - is it in the hands of the wrong person.

Photo Requirements

Submit ONE recently taken passport type or size photograph. **Do not submit pictures with eyewear (glasses), headwear, jewelry, or with any objects in the background, as they will not be accepted.** Passport Photo **MUST** have a completely **blank white background**, without any other shades or tints (i.e. dark gray, tan, off-white). See below for proper sizing and examples of well composed photos.

[Click Here](#) for a description of the State Department requirements on passport photos.

Letter of Authorization

[Download](#) complete and DO SIGN the Letter of Authorization Form(s). This form allows our company to expedite your passport and represent you at the State Department respecting your application form. Choose the first TWO boxes only and check them. The 3rd box indicates you want us to represent you but would rather the State Department deal directly with you when there are problems.'

Personal Identification

[Submit ONE](#) of the following

- Previously issued, undamaged U.S. passport
- Certificate of Naturalization or Citizenship
- Fully valid Driver's License
- Current Government Employee ID (city, state or federal)
- Current Military ID (military and dependents)

Notes:

- If you cannot submit primary identification, please [click here](#) for acceptable forms of secondary identification
- If you apply at an Acceptance Facility and submit **out-of-state** primary identification, you must present an additional ID document, as well. For example, if you apply in Maryland with a Virginia Driver's License, you must present a second ID containing as much of the following information as possible: your photo, full name, date of birth and the document issuance date.
- If you have undergone or are going through gender transition, please [click here](#) for additional requirements.

US Government Filing Fee

This is the fee the State Department charges you when they issue your passport. You are issuing your passport quickly, so their fee is higher than normal. The Standard fee for an adult expedited passport is \$190.00. In addition, there is a fee paid to the witnessing facility for witnessing your form, and this fee is a separate \$35.00, to be paid directly to the witnessing agent. [Our service fee is additional to the government fee.](#)

The State Department will not accept Personal, or Business issued checks that are starter checks, and they will only accept checks from the applicant or family member, or from business checks with affiliation to applicant. The Check must have the **account holders full name and address and phone number printed on the check**, and the **applicant's full name and date of birth should be written in the memo field**.

Proof of Departure

The US State Department requests that you provide with your application proof of your upcoming departure date. Please include this with your application.

(If you don't have confirmation of your trip yet, please let us know in advance)

EXAMPLES:

Print-out of online booking reservations from an airline reservations system or travel agency. It must have your name and international destination and departure date on it

OR

A signed Letter on Letterhead from your Employer or your Travel Agent addressed to the US State Department confirming your departure date and International Destination. Again, it must state your passport name.