



Adding Passport Pages - Check List

The following steps are necessary to complete in order for *US Passport Now* to expedite your application for a US Passport. Please print this page and complete each of the following steps. Please note, step three on our online

process will take you to the directed pages or answer any questions you may have. Do not ship your application until you have reviewed your case with your personal Passport Specialist to ensure a smooth transaction.

Passport Application: Form DS-4085

- Completely fill out and print two copies
- Please remember to sign the application after printing, where it says “Applicant Signature”

Client Letter of Authorization

- Please print and sign two copies

Your Current Passport... *No Photocopies are allowed!*

- Please make sure that this passport has been issued within the last 15 years and is undamaged
- Please note your current passport will be returned to you with your new official U.S. Passport

Travel Itinerary or Business Letter

- Submit a copy of your ticket for travel or a travel itinerary from an airline or travel agency. You may also submit a business letter stating you are traveling for business purposes.
- If you don't have a travel itinerary or have questions regarding this step, please call your case manager.

Government Fee – \$60 USD

- Should be in the form of a personal check or money order
- Needs to be payable to the “US Department of State”
- Make sure you fill out the payment completely
- Do not use a company, temporary, or starter checks of any kind

Shipping Your Application

- YOU MUST USE **ONLY FEDEX** TO SHIP YOUR APPLICATION!
- Your personal case manager will provide you with a shipping address based on your location.

Please note that if you do not follow these steps appropriately it could lead your passport application to be denied or suspended. If you have any questions, please call 800-881-2464, and speak with your individual Passport Specialist. Please have your case number available.