

NEW PASSPORT CHECKLIST

(For Applicants 16 years and over)

DS-11 Application Form

- () Fill-out online, print and sign it in front of the Passport Acceptance Agent. **Please fax us a copy at 530-579-3315 or e-mail info@world-visa.com. Do not sign the application until asked to do so or you will have to fill out another. The form **MUST be signed in front of a Passport Acceptance Agent.****

Proof of U.S. Citizenship

- () Provide a state issued original or certified copy of birth certificate, or Certificate of Naturalization issued by the Immigration and Naturalization Service. **NOTE: Previous or old cancelled passport can also be used as proof of citizenship.**

2 Identical Passport Photos

- () Two recent original passport size photographs (2" x 2") on a white or clear background.

Authorization Letter

- () Print 2 copies of the authorization letter. Both copies must have your ORIGINAL SIGNATURE. Place 1 copy inside the sealed envelope and 1 copy outside the sealed envelope.

Proof of Departure

- () Provide a copy of your flight itinerary or copy of your airline ticket or letter from the company stating the details of the travel. Please note that for Same Day or Next Day Processing, USA departure must be within 2 to 3 days from the day we receive your passport application.

Proof of Identity

- () Provide a copy of your valid driver's license or state or federal issued ID (**MUST be issued over 1 year ago from the passport execution date**)

Government Fee

- () Check or money order payable to "US Department of State" (\$170.00 for passport book; \$200.00 for passport book and card). Please write your name and date of birth on the check. Make a separate check or money order of \$25.00 payable to "US Postmaster or Clerk of Court", as payment for the execution of your application.

Acceptance Agent/Sealed Envelope

- () Applicant must go to the Passport Acceptance Agent (US Post Office or Clerk of Court) to have their documents sealed by a Federal Official. **DO NOT OPEN THE SEALED ENVELOPE**; otherwise your application will not be processed.

Travel the World Service Order Form

- () Fill out the Travel the World Service Order Form, include the order of processing (rush or regular), mode of payment (check, money order or credit card) and the return mail address.

SEND PACKAGE TO:

TRAVEL THE WORLD VISAS, INC
1930 18th Street NW, Unit #1
Washington, DC 20009
Tel # 202-223-8822