

PASSPORT RENEWAL CHECKLIST

- () **DS-82 Application Form**
Fill out online, print and sign it. *It must have an original signature.* Please fax us a copy at 530-579-3315 or e-mail info@world-visa.com

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

- () **Old Passport Book**
Include your expired or soon to be expired passport. Passport must be in good condition. Otherwise, it will not be accepted if damaged or mutilated. Please ensure that the passport was issued when you were at least 16 years old and was issued less than 15 years ago.

- () **Authorization Letter**
Print 1 copy of the authorization letter. *It must have your original signature.* This allows us to act as an agent on your behalf.

- () **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.

- () **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.

- () **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