



BY MAIL

## NEW U.S. PASSPORT BY MAIL

For a new passport, you must take all your documents to an **acceptance facility** before mailing them to us. An **acceptance facility** is authorized by the U.S. Department of State to execute your application: you sign in front of them, they charge a \$35 fee, then seal your documents in an envelope. Do not open it afterward, and we will help you find one.

### CALL US FIRST BEFORE SENDING DOCUMENTS

Call **(310) 402-1619**. We confirm your eligibility and exact pricing before anything is mailed.

- 1 Proof of citizenship.** Original long-form birth certificate, original Naturalization certificate, or any previous U.S. passport. Children need an original birth certificate, plus a previous passport if available.
- 2 Copy of your driver's license or ID,** front and back. For a child, bring both parents' IDs.
- 3 Two passport photos,** 2 x 2 inches, on a white background. We can take these for you in our office.
- 4 Personal check or money order,** payable to the **U.S. Department of State**: \$212.05 adult fee, or \$182.05 child fee.
- 5 Travel itinerary** if you are traveling within 14 days. If you do not have one, please give us a call.
- 6 Application DS-11,** filled out online and printed:  
[↓ Form DS-11](#) [pptform.state.gov](https://pptform.state.gov)  
Check that it has a barcode in the top-left corner. Do not sign it until you are instructed to.
- 7 Two letters of authorization of the same kind.** Select the first two options only, and do **not** fill out the courier company name until you call us. You will need only one letter in this package; the second is sent with your package after it is sealed by the **acceptance facility**. For a child, both parents sign.  
[↓ Global VIP Services Letter of Authorization](#) [globalvipservices.com/forms/letter-of-authorization-global-vip.pdf](https://globalvipservices.com/forms/letter-of-authorization-global-vip.pdf)
- 8 Service order form.** Print it and send it with the extra letter of authorization and the package sealed by the **acceptance facility**:  
[↓ Service Order Form](#) [globalvipservices.com/forms/service-order-form.pdf](https://globalvipservices.com/forms/service-order-form.pdf)
- 9** Once you have everything together, **call us at (310) 402-1619** to double-check and to find an **acceptance facility**. **Do not mail anything if you have not spoken to us first.**