



REPLACING A LOST/ STOLEN U.S. PASSPORT GUIDE

Report and Replace your U.S Passport:

There are two steps required to get a new passport. First, you must report your valid passport lost or stolen immediately. This is required of anyone who loses or has a passport stolen. The second step is to replace your passport. Passports reported lost or stolen are invalidated and can no longer be used for travel.

To qualify for replacing your passport, you must have all of the following items:

- a) DS-11 form "Application for a U.S. Passport". Complete your application online at www.vp2go.com or www.travel.state.gov.
- b) DS-64 form "Lost or Stolen Statement Form".
- c) Original or certified copy of your birth certificate, older expired passport, naturalization certificate, consular report of birth abroad of a U.S citizen or U.S. Adoption decree.
- d) Two (2) passport quality photos. Photos must be 2 by 2 inches, color only, with a light background.
- e) Proof of Identity (driver's license over 6 months old).
- f) Two (2) checks or money orders. **\$170.00, payable to "U.S. State Department - Passport Services".**
\$ 35.00 payable to the passport acceptor at the post office
- g) Vp2Go Letter of Authorization with your original signature. Without this, applications will not be accepted.
- h) Copy of your flight itinerary, airline tickets or cruise confirmation. Without proof of travel, the State Department cannot guarantee issuance of your passport by your travel date.
- i) Visas & Passports 2 Go, Inc. service fee. **\$ 95.00 for 7-10 business days service + shipping charges**
\$ 195.00 for 4-5 business days service + shipping charges
\$295.00 for 2-3 business days service + shipping charges
\$395.00 for emergency 24 hours processing + shipping charges

Please provide your credit card number on a [VP2GO passport order form](#) for proper shipping and handling.

If you have all of the above items, you must appear before a passport acceptor at the post office or before the clerk of the court for the "signing and witnessing" of your application.

Your documents (items A to H) will be placed in an envelope and sealed. Request your sealed envelope back and send your sealed documents, Visas & Passports Service Fee and Return Shipping Fee using an overnight service like FedEx, UPS, Airborne, DHL to:

Visas & Passports 2 Go, Inc.
4400 MacArthur Blvd NW Suite 302
Washington, DC 20007

Your application will be hand carried to the State Department in Washington, DC for processing. We will notify you as to the status of your application by phone or email. When your passport is completed, we will use an overnight carrier for the delivery of your passport. If you have any questions or need additional information, please email us at info@vp2go.com or call us at **1-800-598-7240**.



VISAS & PASSPORTS 2 GO, INC.

4400 MacArthur Blvd NW Suite 302
Washington, DC 20007

Phone: 1-800-598-7240
Fax: 202-986-4130
Questions: Info@vp2go.com

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