

U.S. PASSPORT RUSH FIRST TIME GUIDE



To qualify for a U.S Passport:

- 1) you never acquired a U.S. Passport in the past.
- 2) your last U.S. Passport is over 15 years from date of issue, therefore not qualified for renewal.
- 2) never lost a U.S. Passport.
- 3) must be a U.S born citizen or naturalized citizen of the U.S.

If you qualify, you must have all of the following items:

- a) DS-11 form "Application for a U.S. Passport". Please complete the application online at www.vp2go.com or www.travel.state.gov.
- b) Original or certified copy of your birth certificate, naturalization certificate, consular report of birth abroad of a U.S citizen or U.S. adoption decree.
- c) Two (2) passport quality photos. Photos must be 2 by 2 inches, color only, with a light background.
- d) Proof of Identity (driver's license must be over 6 months old).
- e) Two (2) checks or money orders: **\$170.00 payable to "U.S. State Department - Passport Services".**
\$ 35.00 to your passport acceptor at the post office or clerk of the court.
- f) Letter of Authorization (see below) with your original signature. Without this, applications will not be accepted.
- g) 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.
- h) Visas & Passports 2 Go, Inc. service fees (please choose):
 - \$ 95.00 for 7-10 business days service + shipping fees (see passport order form)**
 - \$195.00 for 4-5 business days service + shipping fees (see passport order form)**
 - \$295.00 for 2-3 business days service + shipping fees (see passport order form)**
 - \$395.00 for emergency 24 hours processing + shipping fees (see passport order form)**

Please provide your credit card number on a [VP2GO passport order form](#) for proper shipping & 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 G) 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
(202) 986-4082

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



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

Visas & Passports 2 Go, Inc. serves only as a courier/agent and foregoes any responsibility for the services of an Embassy, Consulate, Passport Office or Travel Company regarding the issuance of a passport, visa or processing of travel documents including loss or delay of any shipping services to or from Visas & Passports 2 Go, Inc. or any of our affiliates. Damage compensation is not available.

info@vp2go.com or call us at **1-800-598-7240**.