

Passport Service

The following items will be necessary to provide to Passport Services (US Department of State) for an expedited passport application. An expedited passport application should be carried out for anyone applying within 4-6 weeks of their departure date. Anyone applying outside of that time frame should consult travel.state.gov.

1. Form (DS-11 for first time application; DS-64 for lost/stolen passport; DS-82* for renewal application). Both are available at travel.state.gov, at the Post Office, or through Virginia Boney via email.
2. Proof of Citizenship
 - Original Birth Certificate or
 - Certified Copy of Birth Certificate or
 - Expired Passport or
 - Naturalization Certificate
3. Picture Identification Copy (Both parents' IDs for minor application)
 - Driver's License or
 - Government ID
4. 2 Photos* – identical 2x2, light background, appropriate attire
5. First Time Passport Payment – (personal checks or money order for State Department fees should be made payable to 'Passport Services')
 - Expedited Adult (16 years and older): \$195 (\$170 to State Department and \$25 execution fee to postal service)
 - Expedited Minor (15 years and under): \$165 (\$140 to State Department and \$25 execution fee to postal service)
6. Payment for Renewal* - (personal checks or money order made payable to State Department)
 - Expedited Adult (15 years and older): \$170
7. Self-Addressed Pre-Paid FedEx return envelope

*- Items needed for renewal; should also include the expired passport. Renewals do NOT NEED TO BE EXECUTED at the Post Office.

For first time and lost/stolen applications, the applicant should take all of this information to the nearest Post Office, where the application will be *executed* – signed by a federal officer.

The applicant will need to explain to the Postal Officer about the method by which he/she is securing the new passport (through Senator Graham). This is necessary so that the Postal Officer will seal the necessary documents and certify with a federal stamp.

The applicant should then take the sealed envelope and Priority Overnight FedEx (**it can ONLY be FedEx**) them to: 501 12th Street NE, Apartment #8– Washington – DC – 20002 – In Care of Virginia Boney. Before shipping, the applicant should write their full name and birthdate on the outside of the package, which *should not be opened after it is sealed*, and include the Washington phone number (202) 224-5972. Check the box to waive the signature on delivery.

Applicants who are scheduled to leave the country within 24-72 hours should call Virginia Boney in the Washington office directly and immediately. In addition, Washington should be notified of any applicant going through our office.