

# A BRIGGS

PASSPORT & VISA EXPEDITORS

## Checklist for New Passports for Adults 16 and Older

### Personal Appearance Required:

- An Acceptance Agent is a government employee authorized to verify the identity of the applicant. This is done to ensure legitimacy;
- You must appear in person before an Acceptance Agent (usually located at major post offices or town clerks office);
- Tell the acceptance agent that you are using an expediting service to "hand carry" your passport application to the passport agency for processing. The acceptance agent will witness you sign the DS-11 application and seal your passport information documents in an envelope and return the sealed envelope to you;
- You will ship the sealed envelope to us for processing.

**NOTE:** If you are departing the U.S. within 4 business days, please call us to insure we have the capacity to process your application in time for your departure.

### The following is a list of items you must take to the Acceptance Agent:

- A) Proof of Citizenship** - To prove your citizenship, you must have an original or certified copy of your birth certificate, naturalization papers or old passport.

If you do not have your birth certificate, contact us for information about ordering a certified copy of your birth certificate from the state in which you were born (all proof of citizenship documents will be returned to you with your new passport).

- B) Two Passport Photos** - Go to a passport photographer. Digital and non-passport photographs may not be accepted. Some post offices can take pictures for you.
- C) New Passport Application** - Complete the DS-11 US Passport Application form (included below) using blue ink. DO NOT SIGN THE APPLICATION. You will do this when you visit the Acceptance Agent.

Please photocopy the filled out but unsigned application and provide the copy outside of the sealed envelope when providing your documents to A Briggs.

- D) Proof of Departure** - Submit a copy of your computer-generated itinerary or a copy of your ticket from a travel agency, airline, or online booking agency showing your departure from the U.S. You may submit fax, email printouts or photocopies of your proof of departure.
- E) Letter of Authorization** - The Letter of Authorization (included below) gives A Briggs the authority to submit and pick-up your passport on your behalf.
- F) If You Have Changed Your Name** – If you have legally changed your name and you wish to have your new passport issued in your new name, you must submit an original or certified copy of your marriage certificate, divorce decree, or court order showing the name change. Your new passport will then be issued in your new name. Your legal documents will be returned with your new passport and proof of citizenship documents.
- G) Government Fees** – The US State Department will charge \$127 to issue a passport in less than 8 weeks. There will also be a charge of \$30 by the Acceptance Agent. These fees may be paid by personal check, debit card, cash or money order. Credit cards are not an acceptable form of payment for these charges.

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## Shipping Instructions, Contact Information & Payment

**NOTE:** If you are departing the U.S. within 4 business days, please contact us to inform us of your departure.

**PRIMARY SHIPPING ADDRESS** (All Carriers): Send next business day morning (10:30am)

A Briggs  
294 Washington St.  
Suite 652  
Boston, MA 02108  
617-357-1840

### ACCOUNT CONTACT INFORMATION:

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ x \_\_\_\_\_

### RETURN MY DOCUMENTS TO:

Name: \_\_\_\_\_

FedEx: A Briggs (\$18 fee)

Address: \_\_\_\_\_

FedEx: Acct #: \_\_\_\_\_

Address 2: \_\_\_\_\_

UPS: Acct #: \_\_\_\_\_

City, ST Zip: \_\_\_\_\_

DHL: Acct #: \_\_\_\_\_

### APPLICATION INFORMATION:

Applicant Name: \_\_\_\_\_

Passport needed back by: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Passport Service** (if applicable):

Rush (\$145)

Normal (\$95)

Non-Rush (\$65)

Service Request (circle one): New / Renew / Add Pages / Name Change / Replacement / Duplicate

**Visa Service** (if applicable):

Same Day (\$135)\*

Rush (\$95)

Non-Rush (\$55)

Service Request (circle one): Single / Double / Multiple

Visa Validity Request: \_\_\_\_\_

\* Same Day service available when offered by embassy/consulate.

Additional Notes: \_\_\_\_\_

### BILL CHARGES TO:

AMEX: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Exp: \_\_\_\_ / \_\_\_\_

Visa/MC: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Exp: \_\_\_\_ / \_\_\_\_

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A Briggs Passport & Visa Expeditors  
294 Washington St. # 652  
Boston, MA 02108

1054 31<sup>st</sup> ST NW #270  
Washington, DC 20007

## AUTHORIZATION LETTER

I, \_\_\_\_\_,  
(first name) (middle initial) (last name)

authorize A Briggs Passport & Visa Expeditors to submit my passport application and  
pick up my passport when issued.

\_\_\_\_\_  
Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date of Birth



US DEPARTMENT OF STATE  
**APPLICATION FOR A US PASSPORT**

OMB APPROVAL NO. 1405-0004  
 EXPIRATION DATE 06/30/2005  
 ESTIMATED BURDEN: See Instruction Page 3

**WARNING:** False statements made knowingly and willfully in passport applications, including affidavits or other supporting documents submitted therewith, are punishable by fine and/or imprisonment under the provisions of 18 USC 1001, 18 USC 1542, and/or 18 USC 1621. Alteration or mutilation of a passport issued pursuant to this application is punishable by fine and/or imprisonment under the provisions of 18 USC 1543. The use of a passport in violation of the restrictions contained therein or of the passport regulations is punishable by fine and/or imprisonment under 18 USC 1544. All statements and documents are subject to verification.

<input type="checkbox"/> 5 Yr. <input type="checkbox"/> 10 Yr. <b>Issue Date</b> _____		
<input type="checkbox"/> R <input type="checkbox"/> D <input type="checkbox"/> O <input type="checkbox"/> DP		
End. # _____ Exp. _____		

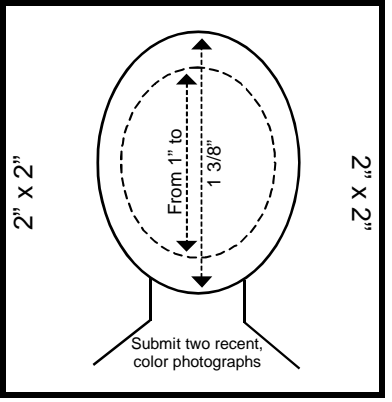
1. Name of Applicant		
Last		Suffix (Jr., Sr., III)
First	Middle	

2. Date of Birth (mm/dd/yyyy)

3. Sex	4. Place of Birth (City & State <u>OR</u> City & Country)	5. Social Security Number (See Federal Tax Law Notice on Instruction Page 3)	6. Alien Registration No. (If applicable)
<input type="checkbox"/> M <input type="checkbox"/> F			

7. Height	8. Hair Color	9. Eye Color	10. Occupation	11. Employer
Feet _____ Inches _____				

12. E-Mail Address (Optional)	13. Mailing Address
	Street / RFD # <u>OR</u> Post Office Box _____ Apartment # _____



City _____ State _____ Zip Code _____
Country (If outside the US) _____ In Care of (if applicable) _____

14. Permanent Address or Residence (If same as mailing address write "Same As Above")
Street / RFD # (DO NOT LIST P.O. BOX) _____ Apartment # _____
City _____ State _____ Zip Code _____

15. Home Telephone (Include Area Code)	16. Business Telephone (Include Area Code)
( ) ( )	( ) ( )

17. Have you ever applied for <u>or</u> been issued a US passport? YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, complete the remaining items in block #17 and submit most recent passport.	
Name in which your most recent passport was issued.	Status of most recent passport. <input type="checkbox"/> Submitted <input type="checkbox"/> Stolen <input type="checkbox"/> Lost Other _____
Most recent passport number.	Approximate date your most recent US passport was issued or date you applied.

18. Travel Plans
Date of Trip (mm/dd/yyyy) _____ Length of Trip _____ Countries to be Visited _____

19. Have you ever been married? YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, complete the remaining items in block #19.			
Spouse's or Former Spouse's Full Name _____		Is your spouse (or former spouse) a US citizen? YES <input type="checkbox"/> NO <input type="checkbox"/>	
Date of Birth _____	Place of Birth _____	Date of Most Recent Marriage _____	Widowed? <input type="checkbox"/> Divorced? <input type="checkbox"/> Give Date: _____

20. What other names have you used? (Include name changes, maiden name, & former married names)			
1) _____	2) _____	3) _____	4) _____

<b>NAME OF APPLICANT</b> (Last, First, Middle)	<b>Date of Birth</b> (mm/dd/yyyy)
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**21. Parental Information**

<b>Mother's Maiden Name</b>			<b>Date of Birth</b>	<b>Place of Birth</b>
Last	First	Middle		
<b>Father's Name</b>			<b>Date of Birth</b>	<b>Place of Birth</b>
Last	First	Middle		
Is your mother a US citizen? <b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/>		Is your father a US citizen? <b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/>		

**22. Emergency Contact** — Provide the information of a person not traveling with you to be contacted in the event of an emergency.

<b>Name</b>		<b>Street / RFD #</b>		
Apartment #	City	State	Zip Code	
Telephone (    )	E-mail Address (Optional)		Relationship	

**STOP!** DO NOT SIGN APPLICATION UNTIL REQUESTED TO DO SO BY PERSON ADMINISTERING OATH.

**23. Oath & Signature**

I declare under penalty of perjury that I am a United States citizen and have not, since acquiring United States citizenship, performed any of the acts listed under "Acts or Conditions" on the reverse of this application form (unless explanatory statement is attached). I solemnly swear (or affirm) that the statements made on this application are true and correct and the photograph attached is a true likeness of me.

X \_\_\_\_\_  
**Applicant's Signature—age 14 and older**

X \_\_\_\_\_  
**Mother's/Legal Guardian's Signature (if identifying minor)**

X \_\_\_\_\_  
**Father's/Legal Guardian's Signature (if identifying minor)**

<b>Applicant's or Father's Identification information</b>	
<u>Type of Document</u>	<u>Issue Date</u>
<input type="checkbox"/> Driver's License	<u>Expiration Date</u>
<input type="checkbox"/> Passport	<u>Place of Issue</u>
<input type="checkbox"/> Military Identification	
<input type="checkbox"/> Other (Specify)	
<u>Name</u> _____	
<u>ID Number</u> _____	

**FOR ACCEPTANCE AGENT USE ONLY**

Facility Identification Number \_\_\_\_\_

Acceptance Agent; Facility Name & Location \_\_\_\_\_

(Vice) Consul USA; Location \_\_\_\_\_

Passport Services' Staff Agent \_\_\_\_\_

Subscribed & sworn to (affirmed) before me

Date \_\_\_\_\_ (SEAL)

(Signature of person authorized to accept applications)

<b>Mother's Identification information</b>	
<u>Type of Document</u>	<u>Issue Date</u>
<input type="checkbox"/> Driver's License	<u>Expiration Date</u>
<input type="checkbox"/> Passport	<u>Place of Issue</u>
<input type="checkbox"/> Military Identification	
<input type="checkbox"/> Other (Specify)	
<u>Name</u> _____	
<u>ID Number</u> _____	

**For Issuing Office Use Only**

Name as it appears on citizenship evidence: \_\_\_\_\_

<input type="checkbox"/> Birth Certificate:    SR    CR    City    File Date: _____	Issue Date: _____
<input type="checkbox"/> Passport    Issue Date: _____	
<input type="checkbox"/> Report of Birth:    240    545    1350    Issue Date: _____	
<input type="checkbox"/> Naturalization Certificate    Issue Date: _____	Cert. #: _____
<input type="checkbox"/> Citizenship Certificate    Issue Date: _____	Cert. #: _____
<input type="checkbox"/> Other: _____	
<input type="checkbox"/> Seen & Returned	
<input type="checkbox"/> Attached:	

APPLICATION APPROVAL

FEE \_\_\_\_\_ EXEC. \_\_\_\_\_ EF \_\_\_\_\_ OTHER \_\_\_\_\_