

A BRIGGS

PASSPORT & VISA EXPEDITORS

Checklist for Renewing Passports for Adults 16 and Older

Your passport can be renewed if you meet these criteria

- I have my passport in my possession;
- I was 16 years of age or older when the passport was issued (children's passports can not be renewed);
- The passport was issued less than 15 years ago;
- The passport has been expired less than five years or the passport will expire in the next six months;
- The passport is in my current name. (If you have changed your name by marriage, divorce or court order and can submit original or certified documents showing the court-ordered name change, then you can apply in your new name.)
- If you do not meet these criteria, you must apply for a new passport. If your passport was issued for only one year or less, you must extend your passport validity.

A) Your Passport - Send us your expired passport. We will return your old passport along with your new passport. The new passport will have a different passport number.

If you do not have your passport, you will need to apply for "Replacing a Lost or Stolen Passport".

B) Passport Photos - 2 identical passport photographs. Go to a passport photographer. Digital and non-passport photographs are usually rejected.

C) Passport Renewal Application - Complete one DS-82 US Passport Renewal Application form (included below) using blue ink.

D) Letter of Authorization - The Letter of Authorization (included below) gives A Briggs the authority to submit and pick-up your passport on your behalf.

E) 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 and photocopies of your proof of departure.

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.

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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
1054 31st Street, NW Suite 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



APPLICATION FOR A US PASSPORT BY MAIL

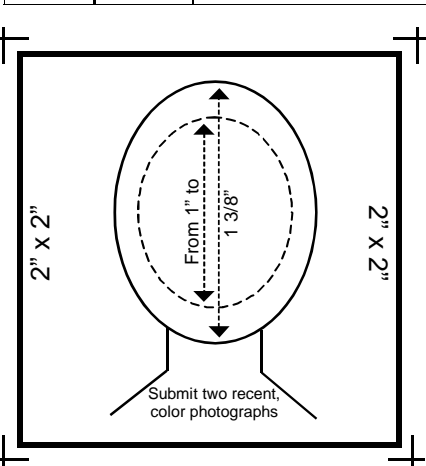
WARNING: False statements made knowingly and willfully in passport applications including affidavits or other supporting documents submitted therewith, are punishable by fine and/or imprisonment under the provisions of 18 USC 1001, 18 USC 1542 and/or 18 USC 1621.

Issue Date
R D O DP
End. # Exp.

1. Name of Applicant
Last Suffix (Jr., Sr., III)
First Middle
2. Date of Birth (mm/dd/yyyy)
4. Sex Male Female

3. Place of Birth (City & State OR City & Country)
5. Social Security Number (See Federal Tax Law Notice on Instruction Page 3)

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



11. Mail My New Passport To:
Street / RFD # OR Post Office Box Apartment #
City State Zip Code
Country (if outside the US) In Care of (if applicable)

12. 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

13. Home Telephone (Include Area Code)
14. Business Telephone (Include Area Code)
15. E-Mail Address (Optional)

STOP You must submit your most recent US passport with this form! If you cannot submit your most recent US passport, apply on Form DS-11, Application For A US Passport.

16. Passport Information
Name in which most recent passport was issued
Most recent US passport number Issue date of most recent US passport

NAME OF APPLICANT (Last, First, Middle)

Date of Birth (mm/dd/yyyy)

17. Travel Plans

Date of Trip (mm/dd/yyyy)

Length of Trip

Countries to be Visited

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

Name

Street / RFD #

Apartment #

City

State

Zip Code

Telephone ()

E-mail Address (Optional)

Relationship

NOTE: You must sign and date the application in the designated area below!

19. 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

Date

DO NOT WRITE BELOW — FOR PASSPORT SERVICES USE ONLY — DO NOT WRITE BELOW

Evidence of Name Change

Marriage Certificate

Court Order

Document Issue Date

Place of Issue

Issuing Office/Court

Previous Name

Current Name

APPLICATION APPROVAL

FEE EXEC. EF OTHER