

PASSPORT APPLICATION

ACCOUNT	30725	TRAVELER NATIONALITY	United States of America
PASSPORT SERVICE	First Time Passport	PROCESSING TIME	

WE ARE HERE TO HELP, EVERY STEP OF THE WAY.

This application kit guides you easily and efficiently through the steps to get your passport. Review the requirements, gather your documents and complete the necessary forms. Then ship your materials to us using the enclosed FedEx label. We will review your documents and work with you to fix any errors. Then we will hand-deliver them to the Passport Office and return your passport to you after it has been issued.

We can complete your forms for you with our Premium Service. Call 800-577-2428 to learn more or to speak with someone who will assist you.

- 1 Review the requirements listed below to ensure that you have the necessary documents to apply for your passport.
- 2 Complete your Online Passport Application, see application details below.
- 3 Ship your documents to our office using the enclosed FedEx label.



PASSPORT APPLICATION

DOCUMENTS TO PROVIDE

Read below to review the application requirements.

SERVICE TYPE	First Time Passport	TRAVELER NATIONALITY	United States of America
ACCOUNT NUMBER	30725	STATE OF RESIDENCE	

IMPORTANT INFORMATION

MINIMUM QUALIFICATIONS

To qualify for a First-Time passport, you must be able to answer YES to one or more of the following conditions:

- I am applying for a U.S. passport for the first time
- I have a U.S. passport that was issued more than 15 years ago
- I have a U.S. passport that was issued when I was under the age of 16

IMPORTANT INFORMATION

Please read and complete the required documents accurately. Providing incorrect documents will delay passport processing.

SIGNED APPLICATIONS

The application must be signed and dated no earlier than 5 days prior to your scheduled appointment.



U.S. DEPARTMENT OF STATE ONLINE APPLICATION FORM

You must provide the original completed DS-11 First-Time Passport online application form, which can be found on the U.S. Department of State website at <https://ppiform.state.gov/>. You must complete the form online and provide a printed copy to CIBTvisas. No handwritten forms will be accepted. You must complete the following steps to successfully fill out your DS-11 online application form:

- Select "Submit" from the "Apply Online" menu of the main navigation bar
- Answer all questions completely
- Select the option labeled "Passport Book - Standard Delivery (FREE)" when asked about payment
*This field must be checked in order for your application form to be considered complete. You will submit this fee in the form of a personal check with your completed application kit.
- Print your completed application on the front side of the paper only. (Applications printed on front and back of the paper will be rejected by the Department of State.)
- Sign your completed DS-11 form in blue or black ink only in the presence of the Passport Acceptance Officer. Please see below for more information on the Passport acceptance facility.
- Verify that your completed application displays a bar code in the upper left-hand corner and at the bottom of each page
- The signatures on your application form must match your signatures on your passport

Please send in your sealed envelope to our CIBTvisas office within two business days of obtaining it.

- For passport services required in three weeks or less select "Expedited Service"

HAVE QUESTIONS? We understand the passport process can be overwhelming. We are here to help.
Call 800-929-2428 or email us at customerservice@cibtvisas.com

CIBTvisas

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PHOTOGRAPHS

You must provide one color, passport-type photograph. The photograph must:

- Be printed on photo paper
- Have a white background
- Be two inches by two inches
- Have been taken within the last six months
- Taken without glasses, if applicable

The United States Passport Office has issued a guide on the correct format for photographs. Consult the guide if you have questions: <https://cibtvisas.com/forms?formname=Passport Photo Guidelines.pdf>



PROOF OF IDENTITY

You must provide a copy (front & back) of one of the following:

- A state-issued Driver's License
- An alternative form of state or government-issued I.D.



PROOF OF CITIZENSHIP

You must provide evidence of United States citizenship as one of the following:

- An original state-issued birth certificate, showing the full names of the applicant's parent(s). The short version may not be accepted.
- An original Certificate of Naturalization
- A previously issued, undamaged expired US passport



PROOF OF DEPARTURE

Please provide evidence that international travel will be taken within two weeks. Proof of your departure may be either:

- A computer generated flight itinerary
- A letter on business letterhead paper, addressed to the US Department of State, detailing your upcoming international travel dates and signed by your employer



PERSONAL CHECKS

You must provide two personal checks to complete your application process. The checks must be:

- Made payable to the Passport Acceptance Facility for \$35
- Made payable to the U.S. Department of State for \$190
- Both checks must include the passport holder's full name, full address, and date of birth on the check

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PASSPORT AUTHORIZATION LETTER

Please complete and send the original Passport Authorization Letter contained in this passport application kit. Your completed letter must include:

- Answers for all required fields. Answers must all be handwritten (typed answers will be rejected by the State Department)
- The name of the company displayed in this letter's upper-right corner logo, written in the field "Courier Company Name"
- Your signature in blue or black ink

The US Passport Authorization Letter requires you to check Option 1 and check one of the remaining options. Do not check all 3 boxes.

PASSPORT ACCEPTANCE FACILITY

Once you have gathered the documents specified above, you must bring them to a Passport Acceptance Facility to have them authenticated and placed inside a sealed envelope by a Passport Acceptance Officer. Please follow the detailed instructions below:

- Visit <http://iafdb.travel.state.gov/> to find a Passport Acceptance Facility near you and make an appointment if necessary. A Passport Acceptance Facility can be a post office, clerk of court, public library, or other government office designated by the U.S. Department of State to accept passport applications
- Make a copy of your documents prior to visiting the Passport Acceptance Facility
- When you visit the Passport Acceptance Facility, ask for a U.S. Passport Acceptance Officer
- Provide your documents and \$35 check to the Passport Acceptance Officer
- Sign your completed DS-11 form in blue or black ink only in the presence of the Passport Acceptance Officer
- Once your Passport Acceptance Officer has verified your documents and your identity, he or she will place them and your check for \$190 made payable to the U.S. Department of State, in a sealed envelope which you will then submit to CIBTvisas
- Do not include your photocopies in the sealed envelope
- Attach the photocopies of all included materials by paperclip to the outside of your sealed envelope

Please send in your sealed envelope to our CIBTvisas office within two business days of obtaining it.



SEALED ENVELOPE

You must provide CIBTvisas with sealed envelope you obtained from an approved passport acceptance facility. The sealed envelope must contain your authenticated documents, forms, and proof of identity. You must also provide photocopies of all documents enclosed in the sealed envelope for CIBTvisas to review.

Do not affix a shipping label to the sealed envelope. Insert the sealed envelope into a package suitable for shipping to CIBTvisas.

Required: Make photocopies of all materials that will be enclosed in the sealed envelope prior to visiting the Post Office/Clerk of Courts. Paperclip the copies to the outside of the sealed envelope. CIBTvisas cannot submit your sealed envelope to the US Passport Office without photocopy proof that you have provided all the required documents.

SEALED ENVELOPE PROCESS

Your sealed envelope process must be completed within 5 business days of your passport submission appointment. All materials must reach the designated CIBTvisas office 24 hours prior to your passport submission appointment. The address of your CIBTvisas office can be found on the following page.



CIBTVISAS ORDER FORM

Provide the CIBTvisas Order Form included in this kit.

DOCUMENTS TO PROVIDE

PHOTOCOPIES OF ALL SUBMITTED DOCUMENTS

You must provide CIBTvisas with photocopies of all documents submitted for the passport. Do not include these photocopies in the Sealed Envelope. CIBTvisas cannot submit your sealed envelope to the US Passport Office without photocopied proof that you have included all the required documents.

THIS MAY PERTAIN TO YOU

NAME CHANGE

- If your current name is different than the name printed on your birth certificate or expired passport, you must submit your original marriage certificate or court decree as evidence of your name change.

ADDITIONAL U.S. PASSPORT CARD

- US passport holders can get a passport card with your passport request. Use the wallet sized passport card to enter the US from Canada, Mexico, the Caribbean, and Bermuda at land border crossings or sea ports-of-entry. It is not valid for international travel by air. The government fee for the card is \$30 for an adult and \$15 for children and carries the same validity as your passport. US passport cards take a minimum of three weeks to process and will be delivered separately from your passport book. The CIBTvisas fee for the card is \$55. Select the product in the passport services section of the CIBTvisas order form.

MINOR APPLICANTS (16 AND 17 YEARS OLD)

- Applicants aged 16 or 17 years may apply for a passport provided they show parental awareness of at least one legal parent or legal guardian. Applicants must meet any of the following conditions to demonstrate parental awareness:
 - A legal parent or legal guardian must appear with you in person when you apply for your passport. The legal parent or legal guardian will be asked to sign Form DS-11 and provide a photocopy of their ID
 - Submit a signed note from your legal parent or legal guardian with a photocopy of their ID
 - Submit proof that your legal parent or legal guardian is paying for your passport application fees (Example: parent or guardian name is written on the check or money order)

Note: The passport acceptance facility agent may request the submission of a notarized statement from your legal parent or legal guardian (e.g., on Form DS-3053) which states that he or she supports you receiving a passport. The statement must be accompanied by a photocopy of your parent or guardian's ID.

DOCUMENT CHECKLIST

Use this checklist to ensure you have included all materials.

USE THE FEDEX LABEL TO SEND YOUR DOCUMENTS TO:

A CIBTvisas Office

BE SURE TO INCLUDE ALL THE ITEMS BELOW:

- CIBTvisas Order Form
- U.S. Department of State Online Application Form
- Photographs
- Photocopies of All Submitted Documents
- Sealed Envelope and Attached Photocopies

Passport processing is time-sensitive.
Use the FedEx label to ensure a fast, easy, and secure delivery

EMBASSY REGISTRATION

The U.S. State Department recommends U.S. citizens register with the U.S. Embassy(s) in the countries they plan to visit. Feel more secure about your international travels by having us register your trip with the U.S. Department of State. Registration notifies the U.S. Embassy in each country of your travel plans and enrolls you in the State Department travel advisory and warnings program.

Complete the questions below and submit this form along with all of your other visa application documents. A low cost of just \$35.00 per traveler covers enrollment for an unlimited number of destinations.

Once your application is processed, you will receive an email from CIBTvisas after we've registered your information.

DESTINATION INFORMATION

1. COUNTRY <input type="text"/>	DATE OF ENTRY mm/dd/yyyy <input type="text"/>	DATE OF EXIT mm/dd/yyyy <input type="text"/>	1. ADDRESS TYPE <input type="radio"/> Home <input type="radio"/> School <input type="radio"/> Work
PURPOSE OF TRIP <input type="text"/>	COUNTRY CONTACT NAME <input type="text"/>	Ex. Hotel Name <input type="text"/>	<input type="radio"/> Hotel <input type="radio"/> Other
STREET ADDRESS OR PHONE <input type="text"/>			

2. COUNTRY <input type="text"/>	DATE OF ENTRY mm/dd/yyyy <input type="text"/>	DATE OF EXIT mm/dd/yyyy <input type="text"/>	2. ADDRESS TYPE <input type="radio"/> Home <input type="radio"/> School <input type="radio"/> Work
PURPOSE OF TRIP <input type="text"/>	COUNTRY CONTACT NAME <input type="text"/>	Ex. Hotel Name <input type="text"/>	<input type="radio"/> Hotel <input type="radio"/> Other
STREET ADDRESS OR PHONE <input type="text"/>			

3. COUNTRY <input type="text"/>	DATE OF ENTRY mm/dd/yyyy <input type="text"/>	DATE OF EXIT mm/dd/yyyy <input type="text"/>	3. ADDRESS TYPE <input type="radio"/> Home <input type="radio"/> School <input type="radio"/> Work
PURPOSE OF TRIP <input type="text"/>	COUNTRY CONTACT NAME <input type="text"/>	Ex. Hotel Name <input type="text"/>	<input type="radio"/> Hotel <input type="radio"/> Other
STREET ADDRESS OR PHONE <input type="text"/>			

PERSONAL INFORMATION

NAME <input type="text"/>	DATE OF BIRTH mm/dd/yyyy <input type="text"/>		
PHONE NUMBER <input type="text"/>	EMAIL ADDRESS <input type="text"/>		
STREET ADDRESS <input type="text"/>	CITY <input type="text"/>	STATE <input type="text"/>	ZIP CODE <input type="text"/>
PASSPORT # <input type="text"/>	DATE OF ISSUE mm/dd/yyyy <input type="text"/>	DATE OF EXPIRY mm/dd/yyyy <input type="text"/>	

SIGNATURE By signing below, you agree to abide by our Terms and Conditions as outlined at <https://cibtvisas.com/terms-of-use>.

Have you completed all the questions? Incomplete responses may require us to contact you.

