

US PASSPORT ISSUANCE IN LIEU OF DAMAGED PASSPORT

Please proceed with the following requirements for US Passport Issuance in Lieu of Damaged Passport:

- Fill [DS-11 Form](#) Passport Application form, duly completed ONLINE, PRINT (do not print on same page, back to back) **DO NOT SIGN**
 - **Must not** sign the application until instructed to do so by the Acceptance Agent
 - **Must** provide your SSN in accordance with [26 U.S.C. 6039E](#) Failure to provide information requested on the form, including your social security number, may result in significant processing delays and/or the denial of your application.
 - **Must** print the application with the auto generated bar code, once submitted online.
 - **Must not** make any corrections, such as write-over, scratch out, and/or white out on the printed application

 - Submit Previously issued, damaged U.S. Passport

 - Submit 2 recent, passport size colored photos, taken against white background - size 2x2 inches (51 x 51mm) - refer to [Photo Composition Template](#) for size requirement details

 - Submit Evidence of US Citizenship - ORIGINAL and photocopy (of both sides of the document - front & back) All documentation submitted as citizenship evidence will be **returned** to you. These documents will be delivered with your newly issued U.S. passport. Any **ONE** of the following can be submitted:
 - Certified [birth certificate](#) issued by the city, county or state*
 - [Consular Report of Birth Abroad or Certification of Birth](#)
 - Naturalization Certificate
 - Certificate of Citizenship
- *A **certified birth certificate** has a registrar's raised, embossed, impressed or multicolored seal, registrar's signature, and the date the certificate was filed with the registrar's office, which must be within 1 year of your birth.
- Please note, some short (abstract) versions of birth certificates may **not** be acceptable for passport purposes. All birth certificates must also include the full names of the applicant's parent(s).
- Submit proof of Identification - ORIGINAL and photocopy (of both sides of the document - front & back) Any **ONE** of the following can be presented:
 - Naturalization Certificate
 - Valid Driver's License
 - Current Government ID (city, state or federal)
 - Current Military ID (military and dependents)

 - Submit Proof of Travel for Expedited processing - [Company request Letter for expedited passport processing](#) OR Travel itinerary showing departure from USA within 14 days, and in case Visa is required for destination - then the travel must be within 4 weeks.

SAVe
Passport
request
expedite
letter.docx

- **GOVT. FEES:** Adult Passport Book: \$ 110 (Application Fee) + \$ 25 (Execution Fee)
Adult Passport Book & Card: \$ 140 (Application Fee) + \$ 25 (Execution Fee)
Adult Passport Card: \$ 30 (Application Fee) + \$ 25 (Execution Fee)

NOTE: To request Expedited Service, pay the \$60.00 Expedited Service Fee for each application, in addition to the required fees noted above.

Application & Expedited Service fees are payable by:

- Checks (personal, certified, cashiers, travelers), payable to "Department of State"
- Money orders (U.S. Postal, international, currency exchange), payable to "Department of State"

Execution fee are payable by:

- Money orders and bank drafts at all locations, payable as instructed by the Acceptance Facility
- Personal checks and exact cash at some locations (verify with the Acceptance Facility)
- Credit cards at U.S. Postal Facilities and some other locations (verify with the Acceptance Facility)

IMPORTANT STEPS FOR PROCESSING FIRST TIME PASSPORT

STEP 1:

The applicant must set up an appointment for them self at a [local passport acceptance facility](#) and apply in person with the Documents stated above.

To process the Passport issuance through Authorized Agency following will apply:

If you are taking the oath and getting documents in Sealed Envelope then we can process your paperwork (we will need the attached authority letter signed by you).

STEP 2: The applicant will have to appear in person and take the oath – then he must ask the Oath Officer to return the paperwork in a SEALED Envelope marked "TO BE OPENED BY PASSPORT OFFICE PERSONNEL ONLY." This sealed envelope must be presented to the passport office within 5 working days from execution.

NOTE:

- PRINT and carry 2 sets of Letter of Authorization, BOTH must have Original signatures, one will be enclosed inside the sealed envelope and one attached to the outside of the sealed envelope.
- Kindly ensure that a copy of the Travel itinerary or Company Request Letter to expedite passport is also attached outside the envelope.

SAVe Authorization Letter.docx

STEP 3:

Please courier the SEALED ENVELOPE to our office within 2 days of Oath taking. Kindly ensure that the Passport Application fees is enclosed in the envelope, the letters of Authorization & Travel itinerary

or Company Request Letter to expedite passport are enclosed in and outside the SEALED ENVELOPE.

- Fill the online [SAVe Service Request Form](#), print, sign and enclose with the paperwork.

Ship the documents by quickest method to STAMP A VISA office:

ATTN: Documents Processing Unit
STAMP A VISA
5959, Westheimer Road,
Ste. 107,
Houston TX 77057
Ph.: 1 866 460 4736

Processing Time:

Once the SEALED ENVELOPE is received - Passports can be processed as Emergency Same Day or Next Day; Rush 48 Hours or Rush 4 -10 Business Days. **We request you to please give us a PRE-ALERT, for Emergency Same Day/Next Day processing, you must call to STAMP A VISA to make a reservation to ensure your passport submission.**

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Query - Please email assist@stampavisa.com or call: + 1 832 460 2016 / 832 460 2017 Toll free: 1 866 460 4736

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