

US PASSPORT ISSUANCE IN LIEU OF LOST OR STOLEN US PASSPORT

The Applicant **MUST Report a LOST or STOLEN** valid passport immediately!

For passports lost or stolen **overseas**, please [contact the nearest U.S. Embassy or Consulate](#).

If your passport has been lost or stolen, please see additional information on [compromised identities and identity theft](#).

Report Your Valid Passport Lost or Stolen By Phone:

Contact us toll free: [1-877-487-2778](tel:1-877-487-2778) (TTY 1-888-874-7793)

Operators are available **8 a.m. to 10 p.m., ET, Monday-Friday**, excluding Federal holidays

Please proceed with the following requirements for obtaining New US 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
- Complete [Form DS-64: Statement Regarding a Lost or Stolen](#) PRINT, SIGN and Submit with the documents
- 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:
 - Previously issued, undamaged U.S. Passport
 - 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:
 - Previously issued, undamaged U.S. passport
 - 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 NEW 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:

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.**

IMPORTANT NOTES

- **Passports reported lost or stolen by telephone or by submitting Form DS-64 are invalidated and can no longer be used for travel.**
- The information you provide on Form DS-64: *Statement Regarding a Lost or Stolen Passport* will be entered in our Consular Lost/Stolen Passport System.
- If you recover the passport after you have reported it lost or stolen, please submit it to the US Department of State. When you submit it, if requested - we will cancel it and return it to you. If not requested, it will be destroyed.
- Once a passport is reported lost or stolen, it cannot be re-validated.

U.S. Department of State
Passport Services

Consular Lost/Stolen Passport Section
1111 19th Street, NW, Suite 500
Washington, DC 20036

[Visas](#) | [Passports](#) | [International Expat Mobility](#) | [Work Permits](#) | [Rig Move Coordination & Logistics](#) |
[Documents Apostille](#) | [Authentication](#) | [Notary Services](#) | [Intl. Driving Permit](#) | [Police Verification reports](#) |
[Emergency Assistance](#) | [Travel Tools](#) | [Trusted Traveler Programs](#)

[Privacy Policy](#) [Terms of Use](#) [Copyright Information](#) [Disclaimer](#)

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

Fax + 1 832 529 3465

Copyright @ 2016 Stamp A Visa, LLC - All rights reserved