



Tel: 888 838 4867 ♦ Email: [TOUR@PinnacleTDS.com](mailto:TOUR@PinnacleTDS.com)

## REQUIREMENTS TO EXPEDITE FIRST TIME U.S. PASSPORT

- 1. One original** completed application form **DS-11** and **one photocopy** of the completed form (Your signature on the original **MUST** be witnessed by an authorized acceptance agent discussed in item #6 below. The photocopy should be signed but need not be executed by the authorized acceptance agent. )
- 2. Two professional passport photographs**, taken within the past 3 months. Eyeglasses may NOT be worn in photographs.
- 3. Proof of U.S. Citizenship** (one of the following):
  - A) Certified copy of birth certificate** (usually bears a raised or holographic seal), issued by state or county health department or vital statistics bureau (hospital birth certificates are not acceptable)
  - B) Naturalization certificate**
  - C) Certificate of citizenship**
  - D) Consular report of birth abroad**
  - E) Previous expired U.S. passport** (if applicable)
- 4. Two (2) copies** of a **Letter of Authorization** stating "I authorize the company stated below (Pinnacle Travel Document Systems) to submit my passport application to a passport agency and pick up the passport from a US passport agency on my behalf." (see attached) This letter requires the original signature of the applicant in **BLUE INK**.
- 5. Two (2) copies** of proof of the departure date from the USA. (Copy of itinerary or air tickets indicating eminent international travel).
- 6. Take all the required items above** to your local acceptance agent for passport applications. This is usually a post office official or a county clerk. (Search <http://iafdb.travel.state.gov> for locations and hours.) Pay the clerk the total U.S. Government fees; including expediting fees, execution and security fees (\$195 for adults, \$165 for children under 16 years). Be prepared to write two checks for the total amount, as the clerk will retain a \$30.00 execution fee. **Please write your name and date of birth on the check.** Ask the clerk to execute the documents and place them along with your check for \$170.00 (**Your check must be made out to US Department of State**) into a sealed envelope addressed to "U.S. Passport Agency". (**You must not open this envelope again before shipping it and the sealed application must be submitted to a US Passport Agency within 5 days of execution so you must overnight it to us immediately**). **Please attach the photocopy of your completed form DS-11 along with one of the two Letters of Authorization, and one copy of Proof of Departure to the outside of the sealed envelope.**

### Fees:

PTDS First Time Passport Service Fee:	\$105.00
Local Clerk Execution Fee:	\$ 30.00
<b>U.S. Government Renewal &amp; Expediting Fee:</b>	<b>\$170.00</b>
<b>Total</b>	<b>\$305.00</b>

Please include your separate personal check payable to Pinnacle Travel Document Systems or provide the details of your credit card with authorization for the \$105.00 in service fees.

Please note application requirements and fees are subject to change without notice.

Check or credit card payment accepted. Credit card payment subject to 3.8% surcharge.

**Send your documents immediately via FedEx or other traceable courier service to:**

**PINNACLE TRAVEL DOCUMENT SYSTEMS  
1625 K Street NW Suite 750  
WASHINGTON D.C. 20006  
1-888-838-4867**

#### **PROCESSING INFORMATION**

- Your application will be hand carried to the U.S. Passport Agency. There, the Passport Agent will examine the application and if all documents are in order, assign a date the passport will be issued (according to departure date from U.S.). Processing time varies according to the departure date from the U.S. and visas required – usually 4-10 days.
- You may request a 52 page passport by checking the appropriate box on your application.

**PLEASE FOLLOW THESE INSTRUCTIONS CAREFULLY. MISSING OR INCORRECT INFORMATION MAY RESULT IN SIGNIFICANT DELAYS**

#### **SUMMARY**

##### **ITEMS THAT MUST GO INSIDE THE SEALED APPLICATION ENVELOPE**

- 1.** U.S. Government form DS-11 executed by an authorized acceptance agent.
- 2.** Proof of U.S. citizenship (This will be returned to you with your new passport.)
- 3.** Two (2) professional passport photos taken within the past 3 months.
- 4.** One (1) copy of your letter of authorization originally signed in blue ink
- 5.** One (1) copy of your flight itinerary or proof of departure from the U.S.
- 6.** Your check for the total of U.S. Government fees (**\$170.00 for adults and must be made out to US Department of State**)

##### **ITEMS TO BE CLIPPED TO THE OUTSIDE OF THE SEALED APPLICATION ENVELOPE**

- 1.** One (1) photocopy of your signed US Government form DS-11
- 2.** One (1) copy of your letter of authorization originally signed in blue ink
- 3.** One (1) copy of your flight itinerary or proof of departure from the U.S.
- 4.** Your check payable to Pinnacle Travel Document Systems in the amount of \$105.00
- 5.** Any correspondence to us regarding the return of your passport, etc.

**PLEASE BE CERTAIN TO INCLUDE THE FOLLOWING:**

- ◆ Sealed envelope containing passport application materials as noted
- ◆ This completed form
- ◆ One (1) photocopy of completed US Government application form DS-11 *per person*
- ◆ One (1) PTDS Authorization Letter *per person* executed in **blue ink**
- ◆ One (1) copy of your flight itinerary or proof of departure from the U.S.
- ◆ Check or money order payable to Pinnacle TDS or credit card authorization below



**PLEASE PRINT CLEARLY**

**Full Name (1):** \_\_\_\_\_ **Full Name (2):** \_\_\_\_\_

**Passport #:** \_\_\_\_\_ **Exp:**     /    /     **Passport #:** \_\_\_\_\_ **Exp:**     /    /      
Mo Yr Mo Yr

**Home** \_\_\_\_\_ **Home Tel:** \_\_\_\_\_

**Mailing** \_\_\_\_\_ **Work Tel:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Email:** \_\_\_\_\_

\_\_\_\_\_ **Date of Departure from Home:**     /    /      
(FedEx cannot deliver to PO boxes) Month Day Year

**Address** \_\_\_\_\_ **Service: US Passport New**

**For the** \_\_\_\_\_ **Special Instructions:** \_\_\_\_\_

**Return of** \_\_\_\_\_

**Passport:** \_\_\_\_\_

**Tel:** \_\_\_\_\_

**Please indicate below if there are known periods during which you will not be available to sign for the return of your passport via FedEx.**

**I will not be at my home and/or return shipping address from**     /    /     **to**     /    /      
Month Day Year Month Day Year

**CREDIT CARD AUTHORIZATION: AMEX / VISA / MC (please circle one)**

**Cardholder Name:** \_\_\_\_\_ **Billing Address:** \_\_\_\_\_ **Billing Zip Code:** \_\_\_\_\_

**Card #:** \_\_\_\_\_ **CID#** \_\_\_\_\_ **Expires:**     /     **Amount:** US\$ \_\_\_\_\_ **Signature:** \_\_\_\_\_  
Mo Yr

**PTDS PSPT (NEW)105 3.8%**

**Travel Document Systems  
1625 K Street NW Suite 750  
Washington DC 20006  
888-838-4867**

**Letter of Authorization**

Please carefully read the information below before completing this Letter of Authorization.

An individual's personal information cannot be released by the U.S. government to another party without the written consent of the individual under the provisions of the Privacy Act of 1974 (5 USC 552a). As a result, an employee at a U.S. passport agency cannot discuss the details of your passport application with a third party without your written consent.

Please check **all** that apply:

- I authorize the company stated below to submit my passport application to a passport agency and pick up the passport from a U.S. passport agency on my behalf.
- I authorize the passport agency to disclose to the company listed below any requests for further documentation and/or information that that may arise in connection with my passport application, and I authorize the company to respond to such requests under my direction.
- I do not authorize the passport agency to disclose to the company listed below any requests for further documentation and/or information that may arise with my passport application. I want the passport agency to contact me directly should an issue arise with my passport application that concerns matters other than the date on which the passport will be ready for pick-up from the passport agency. **DO NOT CHECK THIS BOX. WE WILL BE UNABLE TO PROCESS YOUR REQUEST FOR PASSPORT SERVICES IF THIS BOX IS CHECKED.**

**Applicant Information**

**(Note: All of the information below may ONLY be filled out by the applicant, parent, legal guardian, or person legally acting in loco parentis)**

Applicant Name: DOE, JOHNATHAN BONHAM  
(Last Name, First Name, Middle Name)

Applicant Phone No: 987-654-3210 Date: TODAY'S DATE  
(Area Code-XXX-XXXX) (MM/DD/YYYY)

Courier Company Name: PINNACLE TRAVEL DOCUMENT SYSTEMS

Applicant Signature: PLEASE DO NOT FORGET TO SIGN HERE  
(If the applicant is under the age of 16 the parent(s), legal guardian(s), or person legally acting in loco parentis must sign)

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Applicant Name: \_\_\_\_\_  
(Last Name, First Name, Middle Name)

Applicant Phone No: \_\_\_\_\_ Date: \_\_\_\_\_  
(Area Code-XXX-XXXX) (MM/DD/YYYY)

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

Applicant Signature: \_\_\_\_\_  
(If the applicant is under the age of 16 the parent(s), legal guardian(s), or person legally acting in loco parentis must sign)

**Pinnacle Travel Document Systems**  
**1625 K Street NW Suite 750**  
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(Last Name, First Name, Middle Name)

Applicant Phone No: \_\_\_\_\_ Date: \_\_\_\_\_  
(Area Code-XXX-XXXX) (MM/DD/YYYY)

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

Applicant Signature: \_\_\_\_\_  
(If the applicant is under the age of 16 the parent(s), legal guardian(s), or person legally acting in loco parentis must sign)





# APPLICATION FOR A U.S. PASSPORT

Please Print Legibly Using Black Ink Only

OMB CONTROL NO. 1405-0004 OMB  
EXPIRATION DATE: 10-31-2019  
ESTIMATED BURDEN: 85 MIN

Attention: Read WARNING on page 1 of instructions

Please select the document(s) for which you are applying:

- U.S. Passport Book     U.S. Passport Card     Both  
The U.S. passport card is **not** valid for international air travel. For more information see page 1 of instructions.
- Regular Book (Standard)     Large Book (Non-Standard)

**Note:** The large book option is for those who frequently travel abroad during the passport validity period, and is recommended for applicants who have previously required the addition of visa pages.

1. Name Last  D  O  Dep DOTS  
 First Middle End. # Exp.

2. Date of Birth (mm/dd/yyyy)    3. Sex M F    4. Place of Birth (City & State if in the U.S., or City & Country as it is presently known.)

5. Social Security Number    6. Email (Info alerts offered at [travel.state.gov](http://travel.state.gov))    7. Primary Contact Phone Number

8. Mailing Address: Line 1: Street/RFD#, P.O. Box, or URB.  
 Address Line 2: Clearly label Apartment, Company, Suite, Unit, Building, Floor, In Care Of or Attention if applicable. (e.g., In Care Of - Jane Doe, Apt # 100)  
 City State Zip Code Country, if outside the United States

9. List all other names you have used. (Examples: Birth Name, Maiden, Previous Marriage, Legal Name Change. Attach additional pages if needed)  
 A. B.

## STOP! CONTINUE TO PAGE 2

DO NOT SIGN APPLICATION UNTIL REQUESTED TO DO SO BY AUTHORIZED AGENT

Identifying Documents - Applicant or Mother/Father/Parent on Second Signature Line (if identifying minor)

- Driver's License     State Issued ID Card     Passport     Military     Other \_\_\_\_\_

Name \_\_\_\_\_

Issue Date (mm/dd/yyyy) Exp. Date (mm/dd/yyyy) State of Issuance

ID No Country of Issuance

Identifying Documents - Applicant or Mother/Father/Parent on Third Signature Line (if identifying minor)

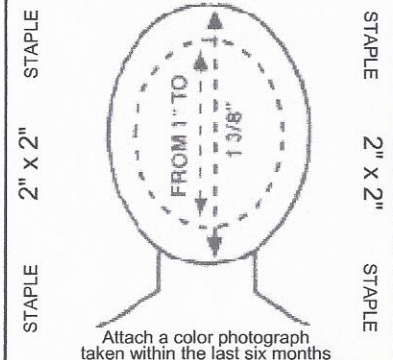
- Driver's License     State Issued ID Card     Passport     Military     Other \_\_\_\_\_

Name \_\_\_\_\_

Issue Date (mm/dd/yyyy) Exp. Date (mm/dd/yyyy) State of Issuance

ID No Country of Issuance

I declare under penalty of perjury all of the following: 1) I am a citizen or non-citizen national of the United States and have not, since acquiring U.S. citizenship or nationality, performed any of the acts listed under "Acts or Conditions" on page four of the instructions of this application (unless explanatory statement is attached); 2) the statements made on the application are true and correct; 3) I have not knowingly and willfully made false statements or included false documents in support of this application; 4) the photograph attached to this application is a genuine, current photograph of me; and 5) I have read and understood the warning on page one of the instructions to the application form.



- Acceptance Agent     (Vice) Consul USA  
 Passport Staff Agent



Name of courier company (if applicable) Facility ID Number  
 Facility Name/Location Agent ID Number  
 Signature of person authorized to accept applications Date

X Applicant's Legal Signature - age 16 and older  
 X Mother/Father/Parent/Legal Guardian's Signature (if identifying minor)  
 X Mother/Father/Parent/Legal Guardian's Signature (if identifying minor)

For Issuing Office Only → Bk \_\_\_\_\_ Card \_\_\_\_\_ EF \_\_\_\_\_ Postage \_\_\_\_\_ Execution \_\_\_\_\_ Other \_\_\_\_\_



\* DS 11 C 09 2013 1 \*



Name of Applicant (Last, First, & Middle) \_\_\_\_\_ Date of Birth (mm/dd/yyyy) \_\_\_\_\_

**10. Parental Information** Last Name (at Parent's Birth) \_\_\_\_\_  
Mother/Father/Parent - First & Middle Name \_\_\_\_\_

Date of Birth (mm/dd/yyyy) \_\_\_\_\_ Place of Birth \_\_\_\_\_ Sex  Male  Female U.S. Citizen?  Yes  No

Mother/Father/Parent - First & Middle Name \_\_\_\_\_ Last Name (at Parent's Birth) \_\_\_\_\_

Date of Birth (mm/dd/yyyy) \_\_\_\_\_ Place of Birth \_\_\_\_\_ Sex  Male  Female U.S. Citizen?  Yes  No

**11. Have you ever been married?**  Yes  No *If yes, complete the remaining items in #11.*

Full Name of Current Spouse or Most Recent Spouse \_\_\_\_\_ Date of Birth (mm/dd/yyyy) \_\_\_\_\_ Place of Birth \_\_\_\_\_

U.S. Citizen?  Yes  No Date of Marriage (mm/dd/yyyy) \_\_\_\_\_ Have you ever been widowed or divorced?  Yes  No Widow/Divorce Date (mm/dd/yyyy) \_\_\_\_\_

**12. Additional Contact Phone Number** \_\_\_\_\_  Home  Cell  Work **13. Occupation (if age 16 or older)** \_\_\_\_\_ **14. Employer or School (if applicable)** \_\_\_\_\_

**15. Height** \_\_\_\_\_ **16. Hair Color** \_\_\_\_\_ **17. Eye Color** \_\_\_\_\_ **18. Travel Plans** Departure Date (mm/dd/yyyy) \_\_\_\_\_ Return Date (mm/dd/yyyy) \_\_\_\_\_ Countries to be Visited \_\_\_\_\_

**19. Permanent Address -** *If P.O. Box is listed under Mailing Address or if residence is different from Mailing Address.* Street/RFD # or URB (No P.O. Box) \_\_\_\_\_ Apartment/Unit \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**20. Emergency Contact -** *Provide the information of a person not traveling with you to be contacted in the event of an emergency.* Name \_\_\_\_\_ Address: Street/RFD # or P.O. Box \_\_\_\_\_ Apartment/Unit \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Phone Number \_\_\_\_\_ Relationship \_\_\_\_\_

**21. Have you ever applied for or been issued a U.S. Passport Book or Passport Card?**  Yes  No *If yes, complete the remaining items in #21.*

Name as printed on your most recent passport book \_\_\_\_\_ Most recent passport book number \_\_\_\_\_ Most recent passport book issue date (mm/dd/yyyy) \_\_\_\_\_

Status of your most recent passport book:  Submitting with application  Stolen  Lost  In my possession (if expired)

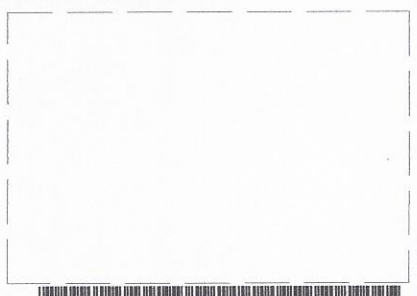
Name as printed on your most recent passport card \_\_\_\_\_ Most recent passport card number \_\_\_\_\_ Most recent passport card issue date (mm/dd/yyyy) \_\_\_\_\_

Status of your most recent passport card:  Submitting with application  Stolen  Lost  In my possession (if expired)

**PLEASE DO NOT WRITE BELOW THIS LINE - FOR ISSUING OFFICE ONLY**

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

- Birth Certificate SR CR City Filed: \_\_\_\_\_ Issued: \_\_\_\_\_
- Nat. / Citz. Cert. USCIS USDC Date/Place Acquired: \_\_\_\_\_ A# \_\_\_\_\_
- Report of Birth Filed/Place: \_\_\_\_\_
- Passport C/R S/R Per PIERS #/DOI: \_\_\_\_\_
- Other: \_\_\_\_\_
- Attached: \_\_\_\_\_



P/C of Citz  P/C of ID  DS-71  DS-3053  DS-64  DS-5520  DS-5525  PAW  NPIC  IRL  Citz W/S

