

# Acceptance Agent and Shipping Instructions

## NEW PASSPORT-CHILD PASSPORT-LOST/STOLEN

### **FOLLOW THESE INTRUCTIONS**

Please Explain to Passport Acceptance Agent you are using "**HAND CARRY SERVICE**" to do an emergency passport.

They will verify all your documents and witness you sign application..

After verification they will give you sealed "**HAND CARRY ENVELOPE**" back to you.

### **Ship these items**

1 SEALED ENVELOPE FROM ACCEPTANCE AGENT

1 EXTRA COPY OF LETTER OF AUTHORIZATION (**ONE MUST GO IN SEALED ENVELOPE**)

1 EXTRA COPY OF TRAVEL PLANS (**ONE MUST GO IN SEALED ENVELOPE**)

**MUST USE FEDEX FIRST OVERNIGHT SERVICE IF NOT PASSPORT WILL NOT BE PROCESSED UNTIL NEXT BUSINESS DAY**

### **SHIP TO:**

**ERIC MITA**

**PASSPORT SPECIALIST**

**2324 S LAMBERT STREET**

**PHILADELPHIA,PA 19145**

## **PASSPORT RENEWAL-ADD PAGES-2<sup>ND</sup> PASSPORT**

**Just ship to address above fedex first overnight for 24hr service**

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