



First Time/NEW U.S. Passport CHECKLIST

STEP 1 – Gather Materials for the post office

List of materials that you need to take with you to the Post Office

1. Proof of U.S. Citizenship (Certified copy of US Birth Certificate, **original** Naturalization Certificate...)
2. Clear copy of valid **Driver's License or State ID Card**
3. For **Child passport** copy of valid driver's license or State ID from BOTH Parents
4. For **Child passport** consent Form (notarized) if (ONE parent is NOT present)
5. Government fees (Money orders can be obtained at the post office)
6. Copy of your Travel Itinerary or letter from Travel agent...
7. 2 (two) - Passport Photos (can be taken at Walgreen's, Kinko's) Do NOT staple your photo to the form.
8. New Passport Application Form **DS11** + (other if applicable) (**Wait to sign in front of clerk**)
9. 2 (two) - Letters of Authorization (**1 inside** the envelope, **1 outside** the **sealed** envelope)
10. MVS Passport Order Form; **1 copy outside** the **sealed** envelope

STEP 2 – Go to the post office

1. Gather **ALL** of the documents and go to the Post Office

MINORS must be together with their Mother and Father

If not A Consent Form Notarized for the non-present parent.

2. **Please inform** the Acceptance Agent that you will use **Master Visa Service** to hand carry your documents to The Chicago Passport Agency.

3. The Acceptance agent will take your documents **and 1 (ONE) LETTER OF AUTHORIZATION**

The Acceptance agent will sign, stamp, and seal your envelope

IMPORTANT Ask for the SEALED ENVELOPE be RETURNED to YOU

Tell the Acceptance Agent that you will use (Master Visa Service) to hand carry your documents.

STEP 3 – Send to Master Visa Service

Prepare a new envelope to send to Master Visa Service. This envelope should include

1. Sealed Envelope from Step 2
2. ONE Letter of Authorization
3. MVS Passport Order Form and Fees

MASTER VISA SERVICE
401 N. Michigan Ave. Suite 1200
CHICAGO, IL 60611

Toll Free 1-800-516-2778 www.mastervisaservice.com

**Don't Forget ONE LETTER OF AUTHORIZATION and
ONE MVS PASSPORT ORDER FORM
Placed outside the sealed envelope and sent to us**