

PASSPORT ACCEPTANCE FACILITY NEW ADULT PASSPORT

After you have gathered your documents including your Passport Application Form DS-11, you will need to appear in person at a Passport Acceptance Facility to have your identity verified and your documents reviewed by a Passport Acceptance Agent. The Agent will execute a sealed envelope, sealing your application and other documents into an envelope that can only be opened by US Passport Agency personnel. The G3 Order Form should not be sealed into the envelope.

Passport Acceptance Facilities can be found at main branch US Post Offices and at Clerk of the Court offices. To find the most convenient Passport Acceptance Facility, visit <http://iafdb.travel.state.gov/>. Most Passport Acceptance Facilities require appointments.

The Government Fees for your new passport will be paid by check or money order when you visit the Passport Acceptance Facility. Please note that starter checks are not accepted. The fees are:

- Execution fee of \$25, payable to the Acceptance Facility (USPS or Clerk of Court). This fee is not sealed inside the envelope.
- Passport application fee of \$170 (for passport book only) or \$200 (for passport book and card), payable to "Department of State." This fee will be collected by the agent and sealed inside the envelope.

The Government Fee for return shipping of the passport is **not required and must not be included in the sealed envelope**, as G3 will pick up your completed passport at the US Passport Agency.

Inform the Passport Acceptance Agent that a passport expediting service (G3) will be hand carrying your application into the Passport Agency. [Do not let the Passport Acceptance Agent mail in your sealed envelope to the general passport processing center.](#)

Once your sealed envelope has been executed, [send it to G3 right away](#). Your sealed envelope must be submitted to the Passport Agency within 5 business days of execution. After 5 business days, you will be required to re-execute the sealed envelope. G3 is not able to open the sealed envelope; it can be opened only by Passport Agency personnel.

Your Sealed Envelope Will Contain:	Send These Materials to G3 Via FedEx or UPS Along With Your Sealed Envelope:
<ul style="list-style-type: none"><input type="checkbox"/> Your ORIGINAL proof of US citizenship<input type="checkbox"/> One SIGNED Passport Application Form DS-11<input type="checkbox"/> One Letter of Authorization with original signature<input type="checkbox"/> One copy of your proof of travel plans<input type="checkbox"/> The photocopy of your driver's license or ID card<input type="checkbox"/> Your passport photo<input type="checkbox"/> Passport application fee (\$170 or \$200) payable by check or money order to "Department of State"	<ul style="list-style-type: none"><input type="checkbox"/> A PHOTOCOPY of your proof of US citizenship<input type="checkbox"/> The UNSIGNED Passport Application Form DS-11<input type="checkbox"/> One Letter of Authorization with original signature<input type="checkbox"/> One copy of your proof of travel plans<input type="checkbox"/> The completed G3 Order Form (Page 5)<input type="checkbox"/> G3 Service and Return Delivery Fees (see Page 4)