

Post Office Appointment

PASSPORT ACCEPTANCE AGENT INSTRUCTIONS

Please follow the instructions below carefully.

Please Explain to Passport Acceptance Agent that you are using "HAND CARRY SERVICE" to get an emergency passport. The agent will verify all your documents and witness you sign the application. After verification, Agent will give you the sealed "HAND CARRY ENVELOPE" back to you.

Please ship or drop these items off:

1. Sealed envelope from Post Office
2. 1 Extra Letter of Authorization
3. 1 Extra copy of Confirmed Travel Plans
4. Extra copy of Passport application

Shipping & Dropping Off Instructions:

Drop Off at the Office

Prompt Passport Services
2035 W Ritner Street
Philadelphia, Pa 19145

FedEx For Pick-Up & Same Day Submission:

Eric / Lorraine Mita or Nick Caudo

FedEx Ship Center
Hold at FedEx Ship Center
3600 Grays Ferry Ave
Philadelphia, Pa 19146

Standard Shipping- We prefer using FedEx

Eric / Lorraine Mita or Nick Caudo

Prompt Passport Services
2324 S Lambert Street
Philadelphia, Pa 19145

If you have any questions please call 215-397-1135 for assistance.