

PASSPORT APPLICATION

ACCOUNT	30725	TRAVELER NATIONALITY	United States of America
PASSPORT SERVICE	Renew Passport	PROCESSING TIME	

WE ARE HERE TO HELP, EVERY STEP OF THE WAY.

This application kit guides you easily and efficiently through the steps to get your passport. Review the requirements, gather your documents and complete the necessary forms. Then ship your materials to us using the enclosed FedEx label. We will review your documents and work with you to fix any errors. Then we will hand-deliver them to the Passport Office and return your passport to you after it has been issued.

We can complete your forms for you with our Premium Service. Call 800-577-2428 to learn more or to speak with someone who will assist you.

- 1 Review the requirements listed below to ensure that you have the necessary documents to apply for your passport.
- 2 Complete your Online Passport Application, see application details below.
- 3 Gather the rest of your materials and send them to us together with your signed official application.

Read below to review the application requirements.

SERVICE TYPE	Renew Passport	TRAVELER NATIONALITY	United States of America
ACCOUNT NUMBER	30725	STATE OF RESIDENCE	

IMPORTANT INFORMATION

COPY OF APPLICATION MATERIALS

You must keep a copy of all the application documents you are sending, including a copy of your passport information page.

MINIMUM QUALIFICATIONS

To qualify for a passport renewal, you must be able to answer YES to all of the following conditions:

- I am a U.S. citizen
- I can provide my most recent passport
- I was at least 16 years old when my most recent passport was issued
- I was issued my most recent passport LESS than 15 years ago
- I use the same name as the name reflected on my most recent passport OR I have had my name changed and can submit a marriage certificate or court decree to verify this change

IMPORTANT INFORMATION

Please read and complete the required documents accurately. Providing incorrect documents will delay passport processing.



PASSPORT

You must provide your most recent, undamaged 10 year passport. If you have previously held a passport card, then you must also need to provide this document as well. Your passport cannot be frayed, torn, separated, or altered in any other way.



PHOTOGRAPHS

Provide one color passport-type photograph meets these requirements:

- Printed on photo paper
- Has a white background
- Is two inches by two inches
- Has been taken within the last six months
- Taken without glasses, if applicable

The United States Passport Office has issued a guide on the correct format for photographs. Consult the guide if you have questions: <https://cibtvisas.com/forms?formname=Passport Photo Guidelines.pdf>

HAVE QUESTIONS? We understand the passport process can be overwhelming. We are here to help.
Call 800-929-2428 or email us at customerservice@cibtvisas.com





ONLINE PASSPORT APPLICATION FORM

For your security and in the interest of accuracy, CIBTvisas will prepare your passport application on your behalf. Simply place your order and complete the Online Passport Application at <https://cibtvisas.com/formfill-order/passport-15-form>. After you have completed the online form, we will send you a secure email with a U.S. government approved application form to sign and send to us.



CIBTVISAS ORDER FORM

Provide the CIBTvisas Order Form included in this kit.

THIS MAY PERTAIN TO YOU

SECOND PASSPORT RENEWAL

- If you are applying for a renewal for your second passport, you must:
 - Submit a signed second passport statement explaining why the second passport is needed. Click [here](#) to access and complete the template
 - Provide a photocopy of your primary passport

NAME CHANGE IN PASSPORTS OLDER THAN ONE YEAR

- CIBTvisas can assist with name change in passport applications on your behalf if you meet the following conditions:
 - Be a simple name change such as last name changes resulted from divorce or marriage
 - Your passport must be more than one year old since issuance
 - Provide an evidence that your name has changed which can be an original marriage certificate or a court decree indicating the new name

ADDITIONAL U.S. PASSPORT CARD

- US passport holders can get a passport card with your passport request. Use the wallet sized passport card to enter the US from Canada, Mexico, the Caribbean, and Bermuda at land border crossings or sea ports-of-entry. It is not valid for international travel by air. The government fee for the card is \$30 for an adult and \$15 for children and carries the same validity as your passport. US passport cards take a minimum of three weeks to process and will be delivered separately from your passport book. The CIBTvisas fee for the card is \$55. Select the product in the passport services section of the CIBTvisas order form.

PROCESSING SPEEDS

- All US Passport Renewals submitted through CIBTvisas require the US Government's expedite fee of \$60.00 and \$18.32 for rush shipping. Standard US Passport Renewals are taking up to 11 weeks to process and must be submitted directly to the US Department of State.

Use this checklist to ensure you have included all materials.

USE THE FEDEX LABEL TO SEND YOUR DOCUMENTS TO:

A CIBTvisas Office

BE SURE TO INCLUDE ALL THE ITEMS BELOW:

- Passport
- Upload Your Photos at <https://cibtvisas.com/photo-service> or provide photographs
- Printed and Signed Passport Application Form
- CIBTvisas Order Form

Passport processing is time-sensitive.
Use the FedEx label to ensure a fast, easy, and secure delivery

Sample

EMBASSY REGISTRATION

The U.S. State Department recommends U.S. citizens register with the U.S. Embassy(s) in the countries they plan to visit. Feel more secure about your international travels by having us register your trip with the U.S. Department of State. Registration notifies the U.S. Embassy in each country of your travel plans and enrolls you in the State Department travel advisory and warnings program.

Complete the questions below and submit this form along with all of your other visa application documents. A low cost of just \$35.00 per traveler covers enrollment for an unlimited number of destinations.

Once your application is processed, you will receive an email from CIBTvisas after we've registered your information.

DESTINATION INFORMATION

1. COUNTRY <input type="text"/>	DATE OF ENTRY mm/dd/yyyy <input type="text"/>	DATE OF EXIT mm/dd/yyyy <input type="text"/>	1. ADDRESS TYPE <input type="radio"/> Home <input type="radio"/> School <input type="radio"/> Work <input type="radio"/> Hotel <input type="radio"/> Other
PURPOSE OF TRIP <input type="text"/>	COUNTRY CONTACT NAME <input type="text"/>		Ex. Hotel Name <input type="text"/>
STREET ADDRESS OR PHONE <input type="text"/>			
2. COUNTRY <input type="text"/>	DATE OF ENTRY mm/dd/yyyy <input type="text"/>	DATE OF EXIT mm/dd/yyyy <input type="text"/>	2. ADDRESS TYPE <input type="radio"/> Home <input type="radio"/> School <input type="radio"/> Work <input type="radio"/> Hotel <input type="radio"/> Other
PURPOSE OF TRIP <input type="text"/>	COUNTRY CONTACT NAME <input type="text"/>		Ex. Hotel Name <input type="text"/>
STREET ADDRESS OR PHONE <input type="text"/>			
3. COUNTRY <input type="text"/>	DATE OF ENTRY mm/dd/yyyy <input type="text"/>	DATE OF EXIT mm/dd/yyyy <input type="text"/>	3. ADDRESS TYPE <input type="radio"/> Home <input type="radio"/> School <input type="radio"/> Work <input type="radio"/> Hotel <input type="radio"/> Other
PURPOSE OF TRIP <input type="text"/>	COUNTRY CONTACT NAME <input type="text"/>		Ex. Hotel Name <input type="text"/>
STREET ADDRESS OR PHONE <input type="text"/>			

PERSONAL INFORMATION

NAME <input type="text"/>		DATE OF BIRTH mm/dd/yyyy <input type="text"/>	
PHONE NUMBER <input type="text"/>	EMAIL ADDRESS <input type="text"/>		
STREET ADDRESS <input type="text"/>	CITY <input type="text"/>	STATE <input type="text"/>	ZIP CODE <input type="text"/>
PASSPORT # <input type="text"/>	DATE OF ISSUE mm/dd/yyyy <input type="text"/>	DATE OF EXPIRY mm/dd/yyyy <input type="text"/>	

SIGNATURE By signing below, you agree to abide by our Terms and Conditions as outlined at <https://cibtvisas.com/terms-of-use>.

Have you completed all the questions? Incomplete responses may require us to contact you.