

PASSPORT APPLICATION

ACCOUNT	689949	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	689949	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:

CIBTvisas
111 East Wacker Drive
Suite 512
Chicago, IL 60601

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

ORIGIN ID:PIZA (703) 903-1400

CIBTVISAS
1600 INTERNATIONAL DRIVE
SUITE 600
MCLEAN, VA 22102
UNITED STATES US

SHIP DATE: 06MAR24
ACTMGT: 1.00 LB
CAD: 102472778/WMS/X12500

BILL SENDER

TO **INBOUND SHIPPING LABEL**

CIBTVISAS
111 EAST WACKER DRIVE
SUITE 512

CHICAGO IL 60601

REF: CIBTVISAS

(800) 929-2428
INV: CIBTVISAS
PO: CIBTVISAS

DEPT:



REL#
3785346

J241024011001uv

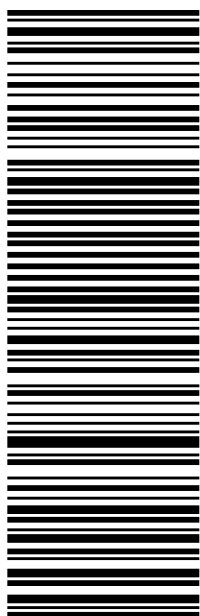
TRK#
0201 2717 7210 8170

WED - 06 MAR 10:30A
PRIORITY OVERNIGHT

60601

XS CHIA

IL-US **ORD**



583J2/8538/9AE3

TESTTwo

Fold on the dotted line (AC)

689949

Use This Convenient Single-Use FedEx Label to Submit Your Documents to CIBTvisas. It's easy, fast, and secure.

- Verify that you have completed, signed and included all the documents on the checklist
- Enclose your documents in a 9 by 12 inch envelope or other secure package
- Attach the FedEx label to the package
- Drop your package at an authorized FedEx shipping location. Find one at [fedex/locate](https://www.fedex.com/locate)
- Track using number 271772108170 at [fedex.com/fedextrack](https://www.fedex.com/fedextrack). Retain this number for your records and tracking

This shipping label is for one-time domestic USA use only and is valid for 30 days after the date printed on the label. DO NOT DUPLICATE OR DISTRIBUTE. Duplication and use of a photocopied label may result in your package being returned or severely delayed in delivery to CIBTvisas. If you choose to use this label, a fee of \$59.00 will be applied to the total cost of your application.

WHEN WILL MY DOCUMENTS REACH CIBTvisas?

Using this label ensures that your application receives standard overnight shipping and will reach us by 10:30 a.m. the next morning. If your documents need to reach our office before 8:00 a.m., do not use this label. Call our Customer Care center at 800-929-2428 to obtain a First Overnight shipping label. Additional fees may apply if you are shipping from Alaska, Hawaii, or Puerto Rico.

NEXT DAY
10:30AM

Using the below label ensures that your application receives standard overnight shipping and will reach us by 10:30 a.m. the next morning

EMBASSY REGISTRATION

Account Code:689949

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

PERSONAL INFORMATION

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