



You **MUST** read the below instructions carefully. Failure to follow the below instructions may result in processing delays or even rejection of your passport application.

## **PASSPORT CHECKLIST**

### Passport Renewal, Second Passport, and Name Change Processes

- Adult Passport Renewal
- Second Passport
- Name Change (Passport issued less than one year ago)
- Name Change (Passport issued greater than one year ago)
- Check the correct format of Letter of Authorization (LOA)\* and all supporting documents for accuracy. \*LOA instructions below**

### **Adult Passport Renewal**

- 1. Previous Passport** (cannot be expired over 5yrs)  
- if name changed from previous passport the original document or certified copy showing the change must also be included
- 2. Passport photo**
- 3. DS-82**
- 4. Letter of Authorization (LOA)** instructions below
- 5. Proof of departure**

### **Second Passport**

- 1. Current Passport**
- 2. Passport photo**
- 3. DS-82**
- 4. Letter of Authorization (LOA)** instructions below
- 5. A letter addressed to the U.S State Department explaining why the applicant is requesting a Second Passport\*\***
- 6. Proof of departure**

**\*\*This letter should be on company letterhead if they are traveling for business**

### **Name Change (passport issued less than one year ago) \$60** government expedite fee

- 1. Passport** (cannot be expired over 5yrs)  
- if name changed from previous passport the original document or certified copy showing the change must also be included
- 2. Passport photo**
- 3. DS-5504**
- 4. Letter of Authorization (LOA)** instructions below
- 5. Proof of departure**

### **Name Change (passport issued greater than one year ago) \$170** government fee

- 1. Passport** (cannot be expired over 5yrs)  
- if name changed from previous passport the original document or certified copy showing the change must also be included
- 2. Passport photo**

- 3. DS-82
- 4. Letter of Authorization (LOA) instructions below
- 5. Proof of departure

## LOA Instructions:

To apply for a Renewal, Second, or Name Change Passport through ItsEasy, you must include a Letter of Authorization (LOA). Depending on the service requested, you may receive multiple versions of the LOA. Please print out and complete each form by hand using blue or black ink only, and submit all together with the rest of your supporting documents when you send your package (or drop off your application packet) to ItsEasy.

- 1) The first section to be completed looks like the following. Please check the first two boxes with a blue or black ink pen as indicated below.

Please check all that apply:

- I authorize the company stated below to submit my passport application to a passport agency and pick up the passport from a U.S. passport agency on my behalf.
- I authorize the passport agency to disclose to the company listed below any requests for further documentation and/or information that that may arise in connection with my passport application, and I authorize the company to respond to such requests under my direction.
- I do not authorize the passport agency to disclose to the company listed below any requests for further documentation and/or information that may arise with my passport application. I want the passport agency to contact me directly should an issue arise with my passport application that concerns matters other than the date on which the passport will be ready for pick-up from the passport agency.

NOTE: Even if you received a version of the LOA with the toptwo boxes pre-selected, it is important that you mark them personally.

- 2) Under “Applicant Information” you must complete all fields as indicated.

- For Applicant Name the format must be “Last Name, FirstName, Middle Name”. Any deviation from this format will result in processing delays.  
NOTE: Use the applicant’s name for minor children. Do **not** use the parent’s name for Applicant Name.
- For Date the only acceptable answer is the date on which you are completing the form. Do **not** enter the applicant’s date of birth. This will cause processing delays.

- For Courier Company Name the response must match our courier company name at the top of the form.

**ItsEasy Passport and Visa Services**  
**200 Park Avenue- Lobby, The Metlife Building, New York, NY, 10122**

**Letter of Authorization**

Applicant Phone No: \_\_\_\_\_ Date: \_\_\_\_\_  
(Area Code-XXX-XXXX) (MM/DD/YYYY)

Courier Company Name: ItsEasy Passport and Visa Services

ItsEasy operates multiple courier companies, so it is critical that applicants match the Courier Company Name with the company name at the top of the LOA.

NOTE: Answers such as "USPS", "FedEx", "UPS", etc. will not be accepted and will cause processing delays.

- For Applicant Signature parents must sign their own signature in place of their child if the child is under 16 years of age. Do **not** sign the child's name.

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**200 Park Avenue- Lobby, The Metlife Building, New York, NY, 10122**

**Letter of Authorization**

Please carefully read the information below before completing this Letter of Authorization.

An individual's personal information cannot be released by the U.S. government to another party without the written consent of the individual under the provisions of the Privacy Act of 1974 (5 USC 552a). As a result, an employee at a U.S. passport agency cannot discuss the details of your passport application with a third party without your written consent.

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**Applicant Information**

**(Note: All of the information below may ONLY be filled out by the applicant, parent, legal guardian, or person legally acting in loco parentis)**

Applicant Name: \_\_\_\_\_  
(Last Name, First Name, Middle Name)

Applicant Phone No: \_\_\_\_\_ Date: \_\_\_\_\_  
(Area Code-XXX-XXXX) (MM/DD/YYYY)

Courier Company Name: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

(If the applicant is under the age of 16, a parent, legal guardian, or person legally acting in loco parentis must sign)

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