





**Payment:**

- Must be a Money Order or Cashier's Check we ***cannot accept*** Personal Checks or Cash
- Amount:
  - \$10 For Passport Book Only
  - \$10 For Passport Book and Card
- Made out to the U.S. Department of State
- Must be signed if a signature block is present on the front of the Money Order or Cashier's Check
- Do not endorse the back of the Money Order or Cashier's Check
- Member must provide the following information on the Money Order or Cashier's Check:

Full Name	EX:
Date of Birth	John M. Doe
Full PSC Address to include APO, AE and Zip Code	15 Jan 1998
	PSC 1 Box 123
	APO AE 09009

Please read and initial all of the below statements:

\_\_\_\_\_ I hereby certify that I have completed all requirements and submitted all of the items above

\_\_\_\_\_ I understand that the Passport Office has 3 duty days to notify me if there is a discrepancy with my application

\_\_\_\_\_ I understand that if I am notified of a discrepancy I must pick up the package within 2 duty days of notification, make whatever corrections are needed, and resubmit my package.

\_\_\_\_\_ I understand that I am surrendering all original documentation to the Passport Office and that it will not be returned until the Department of State has completed processing the application.

\_\_\_\_\_ I understand that I am able to check the status of my passport via <https://passportstatus.state.gov> upon receipt in the US and I will not contact the Passport Office for an update. Please consider that additional shipping time is needed to mail the passport to the Passport Office. COVID-19 processing times are dependent on the current workload and public health measures of the applicable National Passport Center in the US. You will be notified by e-mail once your passport has been received at our office.

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Applicant's Signature

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Date of Drop-Off