



Applicant's Name:

Store Name:

Passport Renewal Eligibility:

Please make sure the traveler is eligible to renew their passport. They must meet all criteria below.

- Passport is currently valid, or it expired less than 5 years ago
- Passport is in good condition, and in the traveler's possession
- Passport was issued in the USA, and not outside the USA at a US consulate abroad
- Passport was issued when the traveler was age 16 or older, and it was valid for 10 years (not 5 years)

_____ Initial here to confirm the applicant meets the renewal requirements.

_____ Initial here to confirm that you have placed your order on the MailStore Hub

PACKING LIST:

The following requirements should be sent to Swift via UPS or FedEx. *Please initial next to each item signifying that you have included the item in your shipment.*

_____ **Expired Passport:** You will need to send the actual passport (not a copy), that meets the criteria above. If the applicant is also applying for a passport card, and has previously been issued a passport card, you will also need to include the old passport card.

_____ **DS-82 Passport Application:** [Complete the Passport Renewal Application form online](#), via the Department of State website. The applicant should sign and date it in black ink. E-signatures and photocopied applications are not permitted. This must be printed single sided. Under no circumstance can Swift accept applications completed by hand. Note that the new passport, passport card, and any original documents associated with this request will be shipped back to the shipping address listed on the DS-82.

_____ **Passport Photo:** Include a recent 2x2 passport photo, printed on high quality photo paper. Please review the State Department photo requirements [here](#) if you are including the photo.

If you would like Swift to print a photo, please upload a high-resolution photo during checkout. Here is an example of what it should look like. Please make sure the photo is from the chest up, with shoulders in full view. Please do not crop or format the photo.



Letters of Authorization: [Download Letter of Authorization Here](#). Have the customer sign both letters (2 automatically print). These need to be printed single sided, if anything is printed on the backside of the letter of authorization, it cannot be used. The signatures on the letters of authorization should look the same as the signature on the application.

Proof of Travel: Please include a printed copy of the applicant's flight itinerary. It must be an itinerary issued by an airline, or ticket booking service, it cannot be an informal word document, letter, etc.
Proof of travel needs to be in 3 weeks or less.

Proof of Name Change: If the applicant's name has changed, include the original marriage certificate, divorce decree, or court order showing name change as well as a copy of both sides of a valid driver's license or State ID reflecting the name change.

Next Step:

Please FedEx or UPS these items to Swift! Please do not use USPS, as the package will likely be delayed, and show it is delivered several days before it is delivered.

SwiftLink Worldwide
1 E Erie St, Ste 525
Chicago, IL 60611
312.929.2105

Swift will touch base within a few hours of receiving your package.

If you have any comments about this order, please list them here!