

Passport and Visa Solutions is an agency registered with the US Department of State and authorized to expedite passports. In addition to the government fees, PVS charges service fees for hand-carrying passport applications to government offices.

## New Passport

You need to apply for a new passport if you are applying for the first time or, you have lost your passport or, your most recent passport was issued for more than 15 years or, you were under 16 years old at the time of issuance.

### Requirements

#### 1. Application

To apply for a new passport you need to complete online a new passport application form DS-11 (*but do not sign it yet*).

#### 2. Photos

One photo 2"x2"

#### 3. Proof of Citizenship

An original or certified copy of your birth certificate, or an original certificate of naturalization, or a previously issued U.S. passport.

#### 4. Travel Itinerary

Copy of your travel itinerary or copy of your airline ticket.

#### 5. Proof of Identity

A copy of your state I.D. or a driver's license.

#### 6. Authorization Letter

Release letter. [Authorization form](#)

#### 7. Government Fees

- a. Make a check or money order
  - For an adult Passport book only \$ 211.36 payable to U.S. Department of State.
  - For an adult passport book and passport card \$ 241.36 payable to US Department of State
  - For Passport book only \$ 181.36. payable to U.S. Department of State.
  - For passport book and passport card \$ 196.36 payable to US Department of State
  - \$ 35.00 payable to the clerk of the acceptance agency.
- b. Take all the above documents to [the passport acceptance agency](#) and sign the application in front of the clerk.
- c. Take the sealed envelope from the clerk and please deliver your documents to our office or call our office for further instructions.

#### 8. Service Fees and, Processing Time

<b>7 to 10 days</b>	<b>3 Weeks</b>		
<b>\$ 399.00</b>	<b>199.00</b>		

##### Remarks

For overnight delivery please include a prepaid FedEx air bill or pay \$ 24.00 to Passport & Visa Solutions

#### 9. Form of payment

We accept credit cards, money orders, cashier's checks, company checks, or cash.

#### 10. Order Form

Complete Customer Order Form print sign and email it to [info@apvs.net](mailto:info@apvs.net)

#### 10. Shipping information

Please deliver your documents to our office or mail to:

**Access Passport & Visa**  
**1055 W. University Dr.**  
**Tempe, AZ 85281**