

# Omega

## Passport & Visa Service

### NEW PASSPORT

If (1) you have never had a passport before, or (2) if it is more than 15 years from the issue date of your passport, or (3) you were issued a passport as a minor (under 16), please follow these instructions:

1. Prepare these documents:
  - a. Your expired passport or a certified copy of your birth certificate or your naturalization certificate. Hospital records and abstracts are **NOT** acceptable. For minors under 14, please include any pre-existing passports along with the certified copy of birth certificate.
  - b. Two identical passport photos.
  - c. An application form (DS-11) completed online **only**. Please [click here](#) to complete the application. Select “**Apply for a Passport Book**”. Do **NOT** sign the application yet). Applications completed otherwise are not acceptable. Please print 2 copies of the completed application, with a barcode in the upper left corner.
  - d. Enclosed authorization letter (completed).
  - e. A check, cashier's check or money order for **\$135 (\$120 for minors under 16)** payable to U.S. Department of State plus an additional **\$25** for endorsement.
  - f. Valid state ID or driver's license. For minors (under 18) one natural parent with proper identification must accompany the minor. For minors under 16, **BOTH** parents with proper identification must be present. All persons, including minors, must appear in person.
  - g. A photocopy of your travel itinerary or ticket.
  - h. A certified copy of marriage certificate or court order, if you have had a name change.
2. Take all of the above documents to the clerk of your local court or post office. To find one near you, go to <http://iafdb.travel.state.gov>. You should sign the application in front of the clerk. Ask the clerk to endorse the documents and seal them for you in an envelope and mark the envelope to read: "TO BE OPENED BY PASSPORT OFFICE ONLY".
3. **DO NOT** leave the sealed envelope with the clerk.

4.

Processing Time	Processing Fee
Regular( <i>ten business days</i> )	\$130
Rush( <i>five business days</i> )	\$170
24 Hour	\$250
Same Day	\$300

**\*Please call our office for specific instructions on *Same Day* passport\***

Please add **\$24** for weekday overnight return of your passport (Saturday or offshore delivery is **\$45**). You may combine our processing fee and overnight delivery charges. Pay with Visa/MC, cashier's check or money order.

5. Enclose the completed personal information sheet and the 2<sup>nd</sup> copy of your application, alongside the sealed package in an overnight envelope. Forward the package to the address below using an overnight delivery service (FedEx, UPS, DHL, Express Mail, etc.) for further processing.

- Processing times are at the discretion of Passport Office. Omega Passport & Visa Service makes no express or implied guarantees nor any representations as to the processing times or the outcome.
- No refunds after initial attempt.
- Not responsible for any loss or delay by any carrier or governmental agency.

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