



Passport Renewal Checklist

	<p>Current 10-year passport that expired less than 5 years ago or is still valid. If the applicant is also applying for a passport card, and was previously issued a passport card, they must also include the expired or expiring passport card.</p>
	<p>DS-82, must be completed online. Here is a video that walks you through how to complete the entire application if you need additional guidance. This must bear an original signature. E-signatures are not permitted.</p>
	<p>New passport photo- must be different than the one in your current passport. Feel free to email me one that resembles the attached photo sample. Note that both shoulders need to be in full view. You can also get one taken somewhere like Walgreens.</p>
	<p>2 Letters of Authorization (attached). Please print 2 of these forms, single sided. Both should bear the applicant's original signatures in black or blue ink. E-signatures are not permitted.</p>
	<p>Proof of Travel. Proof of travel needs to show that the applicant is traveling in 8 weeks or less. A printout of your flight itinerary works great. Otherwise, you can type and sign a "company letter of expedite." A sample company letter of expedite is attached. If you submit a company letter instead of a flight itinerary, please indicate that you intend to travel internationally in 17 days or less. If you travel in more than 17 days, that is fine, but the letter needs to indicate you are leaving in 17 days or less.</p>

- *It is imperative that by the time your paperwork arrives to Swift, that all signed paperwork was dated no more than 2 business days prior. If the signature date is more than 2 business days old, Swift may require that you send in new paperwork.*
- *Please use UPS or FedEx overnight to ship Swift the requirements. USPS is unreliable and will frequently show that a package is delivered when it has not been delivered.*
- *Swift will send you a notification once the paperwork is received and submitted.*

SHIPPING ADDRESS

Swift Passport and Visa Services

Andre McLaurin

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