

Reminder: AOL will never ask you to send us your password or credit card number in an email.

This message has been scanned for known viruses.

From: [REDACTED]
To: [REDACTED]
Subject: Re: hey, coppersmith
Date: Thu, 10 May 2007 2:48 PM

I've just copied and pasted the instructions from the website

[REDACTED]
see Letter F about the paperwork i am missing
at the very bottom (below the fun stars) is the page explaining
business letters.
thanks!!! [REDACTED]

IMPORTANT: The Passport Agency has a limited number of Emergency Processing Slots (EPS). If your departure date is in 5 business days or less, you must call Passport Express immediately at (800) 362-8196 to reserve an EPS.

STEP 1 - Gather US Passport Application Materials
A) Letter of Authorization (2 copies)

Age 18 and older, click for Letter of Authorization, print 2 copies, close form window.

Age 16 & 17 passport applicants, select Child Letter of Authorization, print 2 copies, close form window.

B) Order Form

Click for Order Form, print 1 copy, close form window.

C) Two Passport Photos

MallBoxes Etc., Kinkos Copies and AAA provide passport photos, or consult yellow pages under "Photographers-Passport." Do NOT use vending machine or your own photos.

D) Proof of US Citizenship

Include one of the following.

Old Passport (undamaged), OR

Official government-issued Birth Certificate (if born in the US), OR FS-240, DS-1350, or Certificate of Citizenship (if born abroad to US parent(s)), OR

Naturalization Papers (for US citizens through naturalization)

Proof of citizenship must be an original or certified copy. No photocopies or notarized copies are accepted.

The original document will be returned to you with your completed passport.

E) Proof of Identity

A Photocopy of the applicant's Valid Driver's License, issued more than 6 months ago.

If applicant does not possess a valid photo driver's license (state ID cards/military ids are not enough), or if license was issued less than 6 months ago (even renewals), click for additional Proof of Identity instructions.

Applicants age 16 or 17 without a valid, 6 month old driver's license, can have a parent co-sign the application. In this case, a birth certificate proving parental relationship is required for the application.

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Travel Evidence (include 2 copies of one of the following)

- copy of plane ticket showing foreign departure, OR
 - copy of travel itinerary (from airline or travel agency with applicant name, travel date, flight info), OR
 - if travel is for business and neither of above is available, see business travel letters
- G) DS-11 & DS-64 Government Forms

The DS-64 can be downloaded here.
 Click here to fill out the DS-11
 You MUST fill out this form electronically and then print 2 copies
 Fill out all of the fields on the form.
 Click on the "create form" button to generate the completed form.
 Print at least TWO copies of the form.
 Do not sign the form until you appear in front of your local passport Acceptance Agent (see step 2)
 Call us if you have any problems with this form.
 Both forms are necessary.
 Confirm that the "Mail Passport To" field on the government form is completed with the actual address where you want the completed passport FedExed (no PO boxes).
 The government can insist that your completed passport be sent to the address that you have listed on your form, even if you give us a different address on your order form.
 The government can choose to send your passport back to you via regular mail if the addresses do not match.
 There is no way for us to verify the address that you have listed, thus we cannot be responsible for any delays associated with this restriction
 Please call with any questions.
 H) Fees(all fees are paid in separate checks)

Government Payment (2 separate checks)
 \$30 collected by your local Acceptance Agent (explained below)
 \$127 check payable to Department of State
 Check to Passport Express
 \$199 for Urgent Service.
 \$100 Emergency Processing Slot (EPS) fee for travel in 4 business days or less. NOTE: Copy of plane ticket or travel itinerary required.
 Reserve EPS at (800) 362-8196 immediately if traveling this quickly.
 \$20 return S&H for weekday FedEx delivery \$35 for Saturday.

What Business Travel Letter Must Include:
 Travel date must be more than 3 business days up to 3 weeks in order to use a "business travel letter" as Travel Evidence

Business Travel Letters used as Travel Evidence must be on company letterhead.

The letter must state the following:
 Name of passport applicant
 Country of travel
 The purpose and urgent nature of the trip
 Specific international departure date. Do NOT use "ASAP" or any "on or about" type statements. If departure date is not finalized, be conservative and list the earliest date travel may occur.
 Departure time and time the applicant must leave for the airport should also be listed if known along with any flight information (airline, flight #, etc.)
 The letter must be signed by someone other than the applicant.

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applicable, note when the passport is needed for visa processing.

Examples of Business Travel Letters:

These example letters serves as rough guides of the information to include. Remember, letters must be drafted on the company's printed letterhead. Contact Passport Express if you have any questions.

ACME Manufacturing Inc
1313 Mockingbird Lane
Anytown, XX 12345

Attention US Passport Services,

John Smith will be traveling on urgent business to the UK departing on 6/1/99. His expertise is required immediately to solve a serious problem in one of our key manufacturing facilities. Final travel arrangements are currently being coordinated so we are unable to provide a travel itinerary at this time but we anticipate his departure on an evening flight on 6/1/99.

Please contact me if you have any questions.

Sincerely,

Tom Jones
Director of Manufacturing
(999) 999-9999
Computer Consultants LLC
6000 Pennsylvania Ave
Anytown, XX 12345

US Passport Services:

Fred Garven will be traveling to China on urgent business on 9/15/99 to assist in negotiations with our Chinese trade affiliate. We are currently working with our travel agency to book his flights. Please note that he will require a business visa to enter China. Our travel agency informed us that we must receive Fred's passport back no later than 9/5/99 in order to procure his visa in time for his trip.

Contact Fred or me immediately if you foresee a problem.

Thank-you for your assistance,

Laverne Dafasio
Manager, Asian Business Development
(999) 999-9999
Business Security Company
1 Boston Avenue
Anytown, XX 12345

Business Security Company

Dear Passport Agent,

Sam Malone will be traveling to Germany on 10/15/99. He needs to assist in the install of one of our systems. He will be flying on our corporate jet when it departs around noon. Please note that he needs the passport by 10/14 as he must leave for the airport around 9am on the day of the flight.

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Sincerely,

Diane Chambers
Corporate Travel Coordinator
(999) 999-9999

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