



Attention: PASSPORT ACCEPTANCE PROGRAM MANAGERS AND AGENTS

Passport Applicants are entitled to use a 3rd party courier and have their sealed envelope returned to them. If you have any questions, we may be contacted at 877-910-7277

Chapter 10, section 11 of the Passport Agent's Reference Guide  
Handling, Assembling and mailing of Applications  
11. "Hand-Carry" Executed Applications.

Executed applications may be returned to the customer, or an authorized third-party, in a sealed envelope, to be hand-carried to a Passport Agency, provided the customer:

- Demonstrates an imminent travel need; or
  - Needs one or more visas without sufficient time to mail the application or within 4 weeks; or
  - Has imminent departure and his/her federal agency requests that the customer forward the executed application to that Agency's headquarters.
- Procedures for "Hand Carries"

If the customer wants a third party (such as a courier service) to hand-carry the application to a Passport Agency, she/he must provide written permission to release the executed application and documentation. She/he must sign a letter (LOA) authorizing a specific person or service to hand-carry the application and/or pick up the completed passport