



U.S. Department of State  
**Courier Drop-Off List for U.S. Passport Applications**

## INSTRUCTIONS

1. Please provide all required information on this form. **Submit one drop-off list for each service type.**
2. Attach this form, instruction-side facing up, to each sealed group of applications when submitting to the U.S. Department of State passport agency's drop-off box.
3. If you are submitting documentation in response to the agency's request for more information ("applicant response" or "AR") or a passport containing incorrect information for a correction ("rewrite"), please check the appropriate box in one of the three spaces provided per drop-off list.

## USE OF THIS FORM

We use the information collected on this form to track U.S. passport applications submitted by private courier companies to the U.S. Department of State passport agency's drop-off box. This form identifies the courier company, the courier employee, the receiving U.S. Department of State passport agency, and the applications received.

## FOR INFORMATION OR QUESTIONS

For more information, please visit our website at [travel.state.gov](http://travel.state.gov). If you have any questions regarding this form, please contact the National Courier Liaison by email at [NationalCourierLiaison@state.gov](mailto:NationalCourierLiaison@state.gov) or by phone at 202-485-6532 Monday - Friday 8:00 a.m.- 5:00 p.m. Eastern Time. You may also send correspondence to the following address:

U.S. Department of State  
CA/PPT/S/PMO/CS  
ATTN: National Courier Liaison  
44132 Mercure Cir  
P.O. Box 1199  
Sterling, VA 20166-1199

## PAPERWORK REDUCTION ACT STATEMENT

We estimate the public reporting burden for this collection to average 10 minutes per response, including the time required for searching existing data sources, gathering the necessary data, providing the information and/or documents required, and reviewing the final collection. You do not have to supply this information unless this collection displays a currently valid OMB control number. If you have comments on the accuracy of this burden estimate and/or recommendations for reducing it, please send them to: U.S. Department of State, Bureau of Consular Affairs, Passport Services, Office of Program Management and Operational Support, 44132 Mercure Cir, P.O. Box 1199 Sterling, Virginia 20166-1199.



**U.S. Department of State**  
**COURIER DROP-OFF LIST**  
**FOR U.S. PASSPORT APPLICATIONS**

OMB Control No: 1405-0222  
 Expiration Date: XX-XX-XXXX  
 Estimated Burden Time: 10 Minutes

Note: Application limits and service types are set by each U.S. Department of State passport agency. Couriers must abide by each passport agency's guidelines.

<b>Passport Agency:</b>		<b>Date:</b>	
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<b>Courier Company:</b>		<b>Service Type:</b>	<input type="checkbox"/> Same Day <input type="checkbox"/> Three Day <input type="checkbox"/> Two Day <input type="checkbox"/> Mail Out
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Applicant's Last Name	Applicant's DOB	Form	Departure Date	Foreign Visa (Y/N)
<i>Example: Doe</i>	<i>1/1/1968</i>	<i>DS-82</i>	<i>1/8/2012</i>	<i>No</i>
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

Type	Applicant's Last Name	Application Number	Departure Date
<input type="checkbox"/> AR <input type="checkbox"/> Rewrite			
<input type="checkbox"/> AR <input type="checkbox"/> Rewrite			
<input type="checkbox"/> AR <input type="checkbox"/> Rewrite			

*I, the undersigned, have delivered passport applications and/or related documents for the above listed applicants on the date written at the top of this form.*

<b>Name of Courier Employee:</b>		<b>Signature:</b>	
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**Department of State Use Only:** *Initial and Date*

**Intake:**

**Mail Open:**