



Attention: Passport Acceptance Agents and Program Managers

Per the most recent Passport Agent's Reference Guide concerning passport services, Chapter 10, section 11 states that a customer is entitled to use a **3rd party courier** to have their application hand carried to Passport Agency and have their **sealed envelope returned to them** for this purpose. Please see below for reference text.

Chapter 10

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, relative, or friend) 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 authorizing a specific person or service to hand-carry the application and/or pick up the completed passport.