



United States Department of State

*Washington Passport Agency
600 – 19th Street, N.W. Suite 2.500
Washington, D.C. 20006*

June 18, 2015

**Official Notice of Changes to the Hand-Carry Program
at the Washington Passport Agency**

Dear Commercial Courier Company,

Your company is registered to engage in hand-carry services at the Washington Passport Agency. This letter is to provide you with official notice of upcoming changes to our processing times for hand-carry passport application submissions. These changes will be effective on **Monday, August 3, 2015**.

The Washington Passport Agency is modifying services for registered commercial courier companies. The agency will now offer three service types for registered commercial courier companies: Same-Day, Next-Day, and Five-Day. The drop-off times and the number of hand-carry submissions for each courier company will change. The new service types, daily maximum hand-carry submissions, and drop-off times are listed below:

<u>Service Type</u>	<u>Maximum Daily Limit</u>	<u>Drop-off Time</u>
Same-Day	1 application	8:00 a.m. – 9:30 a.m.
Next-Day	4 applications	8:00 a.m. – 9:30 a.m.
Five-Day	5 applications	8:00 a.m. – 1:00 p.m.

There will be no limit on the number of Data Correction and Applicant Response submissions. The Next-Day service will apply for these submissions with U.S. passport pick-up on the next business day.

Please note that these slots are **maximum daily limits** and no exceptions granting a higher number of applications will be allowed.

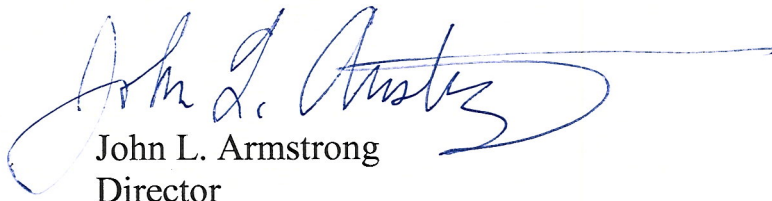
All passport applications must be submitted through the commercial courier drop box located in the public waiting area of the Washington Passport Agency. Applications submitted after the times listed above will be counted as part of the next day's slot allotment and will be processed as if received the following

business day. Companies that submit more applications than their daily allotment may be suspended from hand-carry privileges at all passport agencies and may be subject to permanent removal from the Hand-Carry Program - see page 21 of the New Courier Company Procedures and Requirements (August 2013).

Attached are **new manifest sheets** by service type. Your company is **required** to utilize the new manifest sheets beginning **August 3, 2015**. Using old or incorrect manifest sheets will cause delays in processing hand-carry submissions.

Please direct any questions regarding this notice to the Washington Passport Agency's commercial courier email box: WNCourier@state.gov. As always, I appreciate your continued support of the Commercial Courier Program at the Washington Passport Agency.

Sincerely,

A handwritten signature in blue ink, appearing to read "John L. Armstrong", with a long horizontal flourish extending to the right.

John L. Armstrong
Director

Attachments:

Same-Day Manifest Sheet
Next-Day Manifest Sheet
Five-Day Manifest Sheet