

# Instructions for passport delivery through Correos de Costa Rica

Please follow the instructions provided below to receive your passport through Correos de Costa Rica,

## CREATING A PROFILE:

1. Access the webpage :  
<http://www.ustraveldocs.com>
2. Click on *Create account*



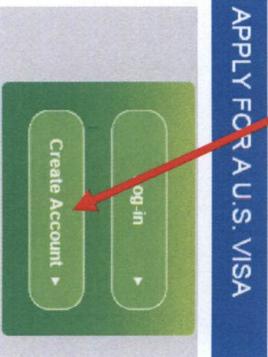
3. Complete the information required. You should have your passport with you when completing the profile information. When creating your account, please write it down and be sure to keep it on a safe place. Then submit your profile

4. You will have access to the following screen, please click (and afterwards, click on CONTINUE):

- New appointment request / Schedule Appointment
- Immigrant visa
- Document Delivery Registration
- Select your immigrant visa type
- Complete the biographical and passport information. In the "ID CASE" space, you should put your SNJ case number (SNJ plus the 10 digits). If you don't have ZIP code, please enter 00000.
- Select the "Correos de Costa Rica" branch where you wish to pick up your immigrant visa

5. Please Click on Print version and print 2 copies. Please bring the copies on your appointment date..

**PLEASE BE AWARE THAT YOU WILL NEED TO CREATE A PROFILE FOR EACH APPLICANT.**



**Remember to bring your ID (national ID, residency ID of minors ID) to Correos de Costa Rica**