



Traveler Information

1. Traveler Name _____
 Date of Birth _____

2. Traveler Name _____
 Date of Birth _____

Date of Travel _____
 Date Documents Must Be Returned _____

Shipping and Contact Information

This must be a physical address for FedEx delivery; no P.O. Boxes.

Attention: _____

Company Name: _____

Street Address: _____

Apt./Suite: _____

City: _____

State: _____ Zip Code: _____

Home Phone: _____ Mobile: _____

Office Phone: _____ Fax: _____

Email Address: _____

Please include your email address so we may email you status and shipping updates.

Send This Form and All Required Documents To:

- | | |
|---|--|
| G3 Houston:
713.574.1731 Phone
866.945.8472 Toll Free | 2425 West Loop South, Suite 200
Houston, TX 77027
houston@g3visas.com |
| G3 Washington, DC:
703.276.8472 Phone
888.883.8472 Toll Free | 3300 N Fairfax Drive, Suite 220
Arlington, VA 22201
info@g3visas.com |
| G3 Chicago:
312.704.8472 Phone
800.830.8472 Toll Free | 11 East Adams, Suite 1605
Chicago, IL 60603
chicago@g3visas.com |
| G3 Miami:
305.285.9255 Phone
800.644.1642 Toll Free | 80 SW 8th Street, Suite 2250
Miami, FL 33130
miami@g3visas.com |

G3 Visas & Passports, Inc. acts on the behalf of the client, and cannot be held liable for the services rendered by U.S. Government agencies, Post Offices, Travel Agents or other entities in connection with passport processing. G3 disclaims any liability for delays or loss of passports as may occur through above services or by any delivery service. Damage compensation is not available.

Applicable Fees

US Government Fee	
Passport Renewal	\$135.00
<i>US Government fees for Passport Renewal will soon be increased to \$180.00!</i>	
G3 Processing Fees	
6 Business Days - Special Discount	\$75 .00
<i>50% off the normal processing fee of \$150.00 Offer Valid Until May 15, 2010</i>	

Shipping Fees	
<i>Passports will be returned via Federal Express.</i>	
Overnight Delivery	\$23.50
3 Business Day Delivery	\$15.50

Please contact G3 if you require your passport renewal to be completed in less than 6 business days.

Payment Information

Select Payment Type:

Credit Card

Check (company or certified)

Established Corporate Account # _____

Total Fees:	Fee	x # of Travelers	Total
US Government Fee	\$135.00	x _____	= \$0.00
G3 Processing Fee	\$75.00	x _____	= \$0.00
Shipping Fee	_____		= _____
Subtotal:			\$0.00
Add 5% fee for credit card processing:			\$0.00
Total Payment Enclosed:			\$0.00

For Payment Via Credit Card:
American Express, MasterCard and Visa only

Name as it appears on card: _____

Account Number: _____

Expiration Date: _____ Billing Zip Code: _____

Security Code: _____
(American Express: 4 digit code on front of card; MasterCard or Visa: 3 digit code on back of card.)

Cardholder Signature: _____

Required Documents Checklist:

- Your current passport.** The passport must have been issued no more than 15 years ago, and you must have been 16 years of age or older at the time your passport was issued. If you have a valid or expired Second Valid Passport, you must also include this passport.
- Passport Renewal Form DS-82, "Application for Passport by Mail."** This must be completed online at <https://pptform.state.gov/PassportWizardMain.aspx> ("Apply for a Passport Book"). The application must be completed, printed out, signed and included in your package to G3. An original signature, preferably in blue ink, is required; no faxes, scans or copies will be accepted. Instructions on filling out the application online are available at <http://www.g3visas.com/v2/Passport3.html>.
- Two passport-style color photographs, taken within the last six months.** The photos must be identical and printed on high-quality photo paper, and must have a white or off-white background. The photos must measure 2"x2" and meet the head size criteria specified at http://travel.state.gov/passport/guide/faq/faq_881.html. No uniforms, sunglasses or hats are allowed, except for headgear worn daily for religious reasons. A signed letter from the applicant must be included explaining that the item is worn daily for religious reasons.
- G3 Letter of Authorization, completed and signed.** The Letter of Authorization (LOA) allows G3 to represent you to all agencies involved in issuing your passport. Please complete all LOAs so all of our companies have the ability to process your request. The signature on the LOA must be original, no faxes, scans or copies will be accepted.
- Proof of Departure.** Submit a copy of your flight itinerary, airline tickets, or a letter from your company (on company letterhead) stating that a passport is required for business travel. This letter must be signed by a representative of the company other than the applicant and must specify the applicant's departure date(s) and destination(s). Proof of departure is required to process the request in 7 business days or less. It is preferred, but not required, to process the passport in 10 business days.
- Proof of name change, if applicable.** If your name has legally changed since your last passport was issued, provide the state-issued Original Document or Certified Copy showing the name change (i.e. Marriage Certificate, Divorce Decree, or Court Order). You must also submit a photocopy of your Driver's License issued in your new name.

Letter of Authorization

U.S. Passport Office
Washington Passport Agency
Washington, DC

U.S. Passport Office
Chicago Passport Agency
Chicago, IL

U.S. Passport Office
Miami Passport Agency
Miami, FL

Date: _____

To Whom It May Concern:

I, _____, hereby authorize a representative of G3 Visas & Passports to submit my passport application, discuss its status and retrieve it upon completion.

I intend to depart the United States on _____.

My date of birth is _____.

I am traveling to _____ and visas are required _____, or are not required _____ for my upcoming trip. (Place check mark)

Under the Provision of the Privacy Act of 1974 (Public Law 93-579)

No information may be released from U.S. Government files without the prior written consent of the individual in question. Consequently, an employee of the U.S. Passport Agency cannot discuss the details of your passport application with the courier service without your permission.

Thank you for your assistance with my application.

Original Signature of Applicant

G3 Visas & Passports US Offices

Washington DC Office
3300 North Fairfax Drive
Suite 220
Arlington, VA 22201
Tel : 703.276.8472
Fax : 703.524.3374
Email : info@g3visas.com

Chicago Office
11 East Adams
Suite 1605
Chicago, IL 60603
Tel : 312.704.8472
Fax: 312.704.8150
Email : chicago@g3visas.com

Miami Office
80 SW 8th Street
Suite 2250
Miami, FL 33130
Tel : 305.285.9255
Fax : 305.859.8007
Email : miami@g3visas.com

www.g3visas.com

Letter of Authorization

U.S. Passport Office
Washington Passport Agency
Washington, DC

Date: _____

To Whom It May Concern:

I, _____, hereby authorize a representative of GVS to submit my passport application, discuss its status and retrieve it upon completion.

I intend to depart the United States on _____.

My date of birth is _____.

I am traveling to _____ and visas are required _____, or are not required _____ for my upcoming trip. (Place a check mark)

Under the Provision of the Privacy Act of 1974 (Public Law 93-579)
No information may be released from U.S. Government files without the prior written consent of the individual in question. Consequently, an employee of the U.S. Passport Agency cannot discuss the details of your passport application with the courier service without your permission.

Thank you for your assistance with my application.

Original Signature of Applicant

GVS US Offices

Global Visa Services (GVS)
Washington, DC



APPLICATION FOR A U.S. PASSPORT BY MAIL

OMB APPROVAL NO. 1405-0020
EXPIRATION DATE: 12-31-2010
ESTIMATED BURDEN: 40 MIN

Your application must have this bar code on it!



Attention: see WARNING on page two of instructions

Please select the document (or documents) for which you are applying:

U.S. Passport Book U.S. Passport Card

The U.S. passport card may only be used for international travel by land or sea between the United States, Canada, Mexico, the Caribbean and Bermuda. Please visit our website for detailed information.

1. Name Last

DOE

First & Middle

JOHN

R D O DP

End. # _____ Exp _____

2. Date of Birth (mm/dd/yyyy)

01 - 01 - 1970

3. Sex

M F

4. Place of Birth (City & State or City & Country as it is presently known)

CITY OF BIRTH, AL

5. Social Security Number

999 - 99 - 9999

6. Mailing Address: Street/RFD # or P.O. Box

STREET WHERE YOU LIVE

Apartment or unit #

City

State

Zip Code (Zip + 4 if known)

In Care Of or Country, if applicable

CITY WHERE YOU LIVE

AL

12345

7. Contact Phone Number

123 - 456 - 7890

Home Cell
 Work

8. Email Address (Optional)

YOUR-EMAIL@EMAIL.COM

9. Have You Ever Used A Different Name (Maiden, Previous Marriage, Legal Name Change)? If yes, please complete. (Attach additional pages if needed)

1.

2.

10. Passport Book or Passport Card Information

Your name as listed on your most recent passport or passport card

JOHN DOE

Most recent passport book or passport card

111111111

Issue date (mm/dd/yyyy)

01/01/1998

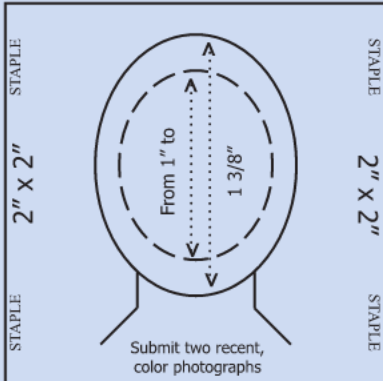
11. Name Change Information - Complete if name is different than last passport book or passport card

Changed by Marriage
 Changed by Court Order

Place of Name Change (City/State)

Date (mm/dd/yyyy)

Please submit marriage certificate or court order to support your name change.



CONTINUE TO PAGE 2

YOU MUST SIGN AND DATE THE APPLICATION IN THE DESIGNATED AREA BELOW

I declare under penalty of perjury all of the following: 1)I am a citizen or non-citizen national of the United States and have not, since acquiring U.S. citizenship or nationality, performed any of the acts listed under "Acts or Conditions" on the reverse side of this application (unless explanatory statement is attached); 2)the statements made on the application are true and correct; 3)I have not knowingly and willfully made false statements or included false documents in support of this application; 4)the photograph submitted with this application is a genuine, current, photograph of me; and 5)I have read and understood the warning on page two of the instructions to the application form.

x _____
Applicant's Signature

_____ Date

This section for issuing office only

Marriage Certificate Date of Marriage/Place Issued:
 Court Order Date Filed/Court:
 Other:

Attached:

Please go to <https://pptform.state.gov/PassportWizardMain.aspx> to create your DS-82 application form online

PPT Fee _____ EF _____ Postage _____ Other _____



DS 82 10 2007 1

Name of Applicant (Last, First & Middle) Date of Birth (mm/dd/yyyy)

DOE , JOHN

01/01/1970

12. Height	13. Hair Color	14. Eye Color	15. Occupation	16. Employer
6ft. 0in.	Brown	Brown	BUSSINESS PERSON	ACME, INC

17. Additional Contact Phone Numbers

<input type="text"/>	<input type="checkbox"/>	Home	<input type="checkbox"/>	<input type="checkbox"/>	Cell	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	Home	<input type="checkbox"/>	<input type="checkbox"/>	Cell
	<input type="checkbox"/>	Work	<input type="checkbox"/>				<input type="checkbox"/>			<input type="checkbox"/>		

18. Permanent Address: Street/RFD # (No P.O. Box) Apartment or unit #

STREET WHERE YOU LIVE

City State Zip Code

CITY WHERE YOU LIVE AL 12345

19. Emergency Contact - Provide the information of a person not traveling with you to be contacted in the event of an emergency.

Name Address: Street/RFD # or P.O. Box Apartment or unit #

JANE DOE STREET WHERE SHE LIVES

City State Zip Code Phone Number Relationship

CITY WHERE SHE LIVES AL 12345 1234567890 WIFE

20. Travel Plans

Date of Trip (mm/dd/yyyy) Length of Trip Countries to be visited

08/08/2008 10 DAYS CHINA

**STOP! YOU HAVE COMPLETED YOUR APPLICATION
BE SURE TO SIGN AND DATE PAGE ONE**

Please go to <https://pptform.state.gov/PassportWizardMain.aspx>
to create your DS-82 form online.



SAMPLE PASSPORT APPLICATION