

# Passport Renewal Instructions

*Please review all 3 steps before you begin your application.*

## Step 1 - Gather Your Documents

You will need the following documents to begin the process of getting your new passport:

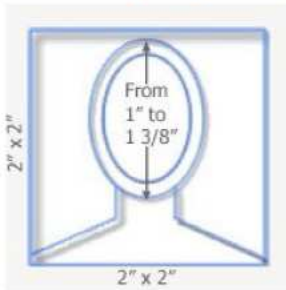
- Your current US passport book - submit the original.**
  - Your passport must have been issued less than 15 years ago.
  - You must have been at least 16 years old when your passport was issued.
  - If you have a valid or expired Second Valid Passport, the passport agency may opt to ask that this passport be submitted. Please include with your package if not currently being used for international travel.



Your passport will be marked cancelled and will be returned with your new passport.

- US Passport Renewal Form DS-82** - the application must be completed online and printed; see Step 2 for details.

- Two NEW passport-style color photographs.**



- Two identical photos on high-quality photo paper with a white background, taken within the last six months.
- Must be 2"x2" with face measuring 1" to 1 3/8" from top of head to chin.
- Photos must be clearly different from photos in any previous passports.
- No uniforms, sunglasses or hats are allowed, except for religious headgear. You must include a signed letter explaining that the item is worn daily for religious reasons.

- Letters of Authorization, completed and signed.** The Letters of Authorization (LOA) allows G3 to represent you to all agencies involved in issuing your passport. Please print and sign **all LOAs** attached. The signature on all the LOAs must be original, no faxes, scans or copies will be accepted.

- Proof of Departure** - Your proof of departure can be either:
  - Your flight itinerary or copy of airline tickets. Itineraries printed from online travel sites are acceptable.
  - 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).

If you do not have any proof of departure, your request can be processed using 10 business day service.

- Proof of name change, if applicable.** If your name has legally changed since your last passport was issued, you must also submit both of the following documents:
  - The original document or certified copy of your Marriage Certificate, Divorce Decree or Court Order for Name Change.
  - A photocopy of the front and back of your driver's license showing your new name.

## Step 2 - Complete Your Passport Application

Your Passport Renewal Form DS-82 must be created online at <https://pptform.state.gov/>. Click the fraud notice button and hit "Submit." On the next page select "Apply Online" to begin. You will complete a questionnaire that will create a barcoded application for you to print out at the end of the process.

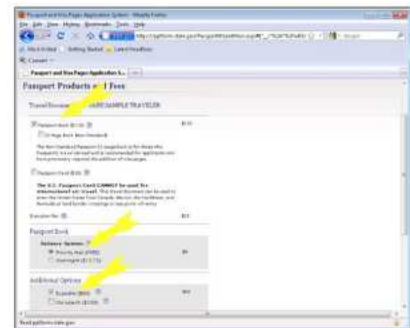


On the screen labeled "Travel Plans," put in the information about your trip. The trip date and destination should match the trip information listed on your Letters of Authorization.

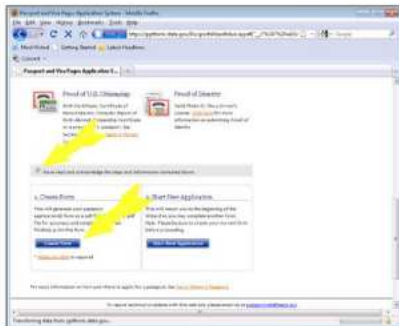
On the "Passport Products and Fees" screen at the end of the process, select the following options:

- Passport Book (\$110)
- Priority Mail Delivery
- Expedite (\$60)

These government fees are **not paid online**. The fees will be included in your payment to G3.

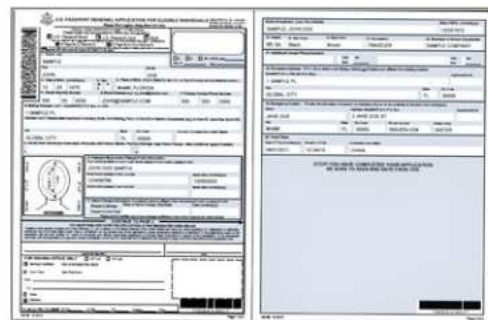


Please note that if you choose to have a passport card issued in addition to your passport book, the card will be sent to you separately via First Class mail.



After reviewing your information, you will go to the final screen. Scroll down to the bottom of the page and click the box that says "I have read and acknowledge the steps and information listed above," then click the "Create Form" button. Your completed application will pop up for you to open as a PDF document.

Your completed application will be six pages long. You only need to print the last two pages, which are the actual application (pages 5 and 6). **Sign your application, preferably in blue ink.**



*Need help with the application? Screen-by-screen instructions for filling out the online passport application are available at <http://www.g3visas.com/v2/Passport3.html>, or select G3's Concierge Level Service to have a G3 passport expert fill out the online application for you.*



## Step 3 - Send Your Documents to G3

Your package to G3 should contain the following documents:

- Your current **passport**
- Completed and signed **Passport Renewal Form DS-82**
- Completed **G3 Passport Order Form**
- Two passport-style **photos**
- Completed and signed **Letters of Authorization** (all four LOAs)
- Proof of Departure**
- Proof of Name Change**, if applicable

Use **Federal Express Overnight** or **UPS Next Day Air** delivery service to send G3 your passport request. Make sure to keep a record of your tracking number.



**Please Note:** If you need your passport to be processed in **less than 2 business days, you must use Emergency Processing**. Contact G3 for Emergency Processing instructions.



Send your documents to a G3 Office:

### **G3 Washington, DC**

**Attention: Passport Department**  
3300 North Fairfax Drive, Suite 220  
Arlington, VA 22201

Email: [DCPassportAssociates@g3visas.com](mailto:DCPassportAssociates@g3visas.com)  
Phone: 703.276.8472  
Toll Free: 888.883.8472

### **G3 Chicago, IL**

**Attention: Passport Department**  
11 E. Adams, Suite 1605  
Chicago, IL 60603

Email: [Chicago@g3visas.com](mailto:Chicago@g3visas.com)  
Phone: 312.704.8472  
Toll Free: 800.830.8472

### **G3 Houston, TX**

**Attention: Passport Department**  
2425 West Loop South, Suite 200  
Houston, TX 77027

Email: [Houston@g3visas.com](mailto:Houston@g3visas.com)  
Phone: 713.574.1731  
Toll Free: 866.945.8472

### **G3 Miami, FL**

**Attention: Passport Department**  
80 S.W. 8TH Street, Suite 2250  
Miami, FL 33130

Email: [Miami@g3visas.com](mailto:Miami@g3visas.com)  
Phone: 305.285.9255  
Toll Free: 800.644.1642



Concierge Level Service Requested  
*An additional service fee of \$75 per passport will apply.*

# G3 Order Form Passport Renewal

**Traveler Information**

Traveler Name \_\_\_\_\_  
 Date of Birth \_\_\_\_\_  
 Date of Travel \_\_\_\_\_  
 Country to be Visited \_\_\_\_\_  
 Are Visas Required?  Yes  No  
 Date Documents Must Be Returned \_\_\_\_\_

**Applicable Fees**

<b>US Government Fee</b>	
Passport Renewal	\$170.00
<b>G3 Processing Fees</b>	
2 Business Days	\$250.00
5 Business Days	\$175.00
10 Business Days	\$75.00
<i>If you require less than 2 business day service, contact G3 to request Emergency Processing.</i>	

**Shipping and Contact Information**  
*This must be a physical address for FedEx delivery; no P.O. Boxes.*

Contact Name: \_\_\_\_\_  
 Company Name: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 Apt./Suite: \_\_\_\_\_  
 City: \_\_\_\_\_  
 State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_  
 Office Phone: \_\_\_\_\_  
 Mobile Phone: \_\_\_\_\_  
 Contact Email: \_\_\_\_\_  
 Secondary Email: \_\_\_\_\_

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

**Shipping Fees**  
*Passports will be returned via Federal Express.*

3 Business Day Delivery	\$19.00
Overnight Delivery	\$29.00
8 AM Delivery*	\$84.00
Saturday Delivery*	\$44.00
Same Day Delivery*	Please Call
I have included my own FedEx or UPS airbill.	No Charge
I have included my FedEx or UPS account number:	\$5.00

\_\_\_\_\_

*\*These services may not be available to all zip codes. International Delivery is available.*

**Concierge Level Service**

Check Here to Request Concierge Level Service

Concierge Level Service (CLS) provides G3's highest level of hands-on, customized service on top of our world class standard service. CLS includes the following benefits:

- Dedicated Concierge Level Staff handling your passport request.
- Document review via email before you send in your request.
- Creation of online passport applications by request.
- Personal telephone calls confirming package receipt in G3's office, visa completion and delivery details.
- Tracking of return delivery and follow-up to ensure satisfaction.
- Creation of FedEx airbills for inbound packages to G3 (shipping fees apply).
- Upgrade of FedEx return delivery from Standard to Priority Overnight.
- Emergency Concierge Services and Lost Passport Support.
- Dedicated Concierge email address ([CLS@g3visas.com](mailto:CLS@g3visas.com)).

**Payment Information**

Select Payment Type:  Credit Card  
 Check (company or certified)  
 Approved Billing Terms

Billing, P.O., Project or Reference Code # \_\_\_\_\_

**Total Fees:**

US Government Fee:	\$170.00
G3 Processing Fee:	_____
Concierge Level Service Fee (optional):	_____
Shipping Fee:	_____
Subtotal:	_____
Add 5% Fee for Credit Card Processing:	_____
<b>Total Payment Enclosed:</b>	_____

*An additional fee of \$75.00 per passport will apply to Concierge Level Service requests. Please see the "Our Standard of Service" page on [www.g3visas.com](http://www.g3visas.com) for a description of G3's standard service offering.*

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

Name as it appears on card: \_\_\_\_\_  
 Account Number: \_\_\_\_\_  
 Expiration Date: \_\_\_\_\_ Billing Zip Code: \_\_\_\_\_  
 Security Code: \_\_\_\_\_  
(Discover, MasterCard or Visa: 3 digit code on back of card; American Express: 4 digit code on front of card.)

Cardholder Signature: \_\_\_\_\_

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.

# 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  
Houston Passport Agency  
Houston, TX

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 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

## G3 Visas & Passports US Offices

**Washington, DC Office**  
3300 N. Fairfax Drive  
Suite 220  
Arlington, VA 22201  
Tel: 703.276.8472  
Fax: 703.524.3374  
[info@g3visas.com](mailto:info@g3visas.com)

**Chicago, IL Office**  
11 East Adams  
Suite 1605  
Chicago, IL 60603  
Tel: 312.704.8472  
Fax: 312.704.8150  
[chicago@g3visas.com](mailto:chicago@g3visas.com)

**Houston, TX Office**  
2425 West Loop South  
Suite 200  
Houston, TX 77027  
Tel: 713.574.1731  
Fax: 866.611.6960  
[houston@g3visas.com](mailto:houston@g3visas.com)

**Miami, FL Office**  
80 SW 8<sup>th</sup> Street  
Suite 2250  
Miami, FL 33130  
Tel: 305.285.9255  
Fax: 305.859.8007  
[miami@g3visas.com](mailto:miami@g3visas.com)

# Letter of Authorization

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Washington Passport Agency  
Washington, DC

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

U.S. Passport Office  
Houston Passport Agency  
Houston, TX

U.S. Passport Office  
Miami Passport Agency  
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Tel: 312.704.8472  
Fax: 312.704.8150  
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[houston@g3visas.com](mailto:houston@g3visas.com)

**Miami, FL Office**  
80 SW 8<sup>th</sup> Street  
Suite 2250  
Miami, FL 33130  
Tel: 305.285.9255  
Fax: 305.859.8007  
[miami@g3visas.com](mailto:miami@g3visas.com)

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Washington Passport Agency  
Washington, DC

U.S. Passport Office  
Houston Passport Agency  
Houston, TX

U.S. Passport Office  
Philadelphia Passport Agency  
Philadelphia, PA

Date: \_\_\_\_\_

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# Letter of Authorization

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Washington Passport Agency  
Washington, DC

U.S. Passport Office  
Houston Passport Agency  
Houston, TX

U.S. Passport Office  
Philadelphia Passport Agency  
Philadelphia, PA

Date: \_\_\_\_\_

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