



# Passport Photos To Go

## Houston's Leading Passport Company



2010 Louisiana Street · Houston, Texas 77002  
713-659-3686 · 1-866-849-8472 · Fax 832-200-2944

Website: [www.passportphotostogo.com](http://www.passportphotostogo.com) Email: [info@passportphotostogo.com](mailto:info@passportphotostogo.com)

### WORK ORDER REQUEST FORM

(RETURN THIS FORM WITH EACH REQUEST)

#### BILLING INFORMATION:

CONTACT: \_\_\_\_\_

COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

PHONE: \_\_\_\_\_

FAX: \_\_\_\_\_

EMAIL: \_\_\_\_\_

#### RETURN DOCUMENTS TO:

CONTACT: \_\_\_\_\_

COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

PHONE: \_\_\_\_\_

FAX: \_\_\_\_\_

EMAIL: \_\_\_\_\_

#### BILLING INSTRUCTIONS:

AMOUNT ENCLOSED FOR DEPOSIT: \_\_\_\_\_

YOUR COMPANY P.O. OR REF#: \_\_\_\_\_

#### **AUTHORIZED AMOUNT TO CHARGE MY**

CREDIT CARD: US\$ \_\_\_\_\_

#### CREDIT CARD INFORMATION:

TYPE OF CARD: \_\_\_\_\_

CARD#: \_\_\_\_\_

EXPIRATION DATE: \_\_\_\_\_

#### **SIGNATURE OF CARD HOLDER**

REQUIRED: \_\_\_\_\_

#### PASSPORT PROCESSING:

CHECK THE SERVICE REQUESTED:

24-72 HOUR RUSH PROCESS

4-7 WORKING DAY PROCESS

8-15 WORKING DAY PROCESS

16 DAY'S OR MORE PROCESS

TRAVELERS NAME: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

SOCIAL SECURITY #: \_\_\_\_\_

SPECIAL INSTRUCTION: \_\_\_\_\_  
\_\_\_\_\_

DATE OF USA DEPARTURE: \_\_\_\_\_

DATE YOU NEED PASSPORT: \_\_\_\_\_

**RESERVATION NUMBER:** \_\_\_\_\_



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### PASSPORT INSTRUCTION SHEET

APPLICATION (S) REQUESTED FOR: PASSPORT CARD USING A DS-82 APPLICATION

#### DOCUMENTS REQUIRED:

ORIGINAL PASSPORT:	<u>1</u>	APPLICATION(S):	<u>DS-82</u>
PASSPORT TYPE PHOTO(S):	<u>2-COLOR</u>	LETTER OF EXPEDITE:	<u>1</u>
EXPIRED PASSPORT:	<u>N/A</u>	RELEASE LETTER(2):	<u>2</u>
OTHER: <u>SEE NEXT PAGE FOR MORE DETAILED INSTRUCTIONS.</u>			

**PLEASE FORWARD THIS SHEET AND ALL ITEMS LISTED TO PASSPORT PHOTOS TO GO**

#### FEES PER PERSON

GOVERNMENT EXPEDITING FEE:	<u>\$60.00</u>
<b>PPTG SERVICE FEE:</b>	<u>                    </u>
STATE DEPARTMENT FEE:	<u>\$30.00</u>
ADDITIONAL PPTG SERVICE FEE:	<u>                    </u>
SUBTOTAL:	<u>                    </u>
<b>*ADD RETURN FEDERAL EXPRESS FEE:</b>	<u>                    </u>
<b>TOTAL: (NO PERSONAL CHECKS)</b>	<u>                    </u>

#### \*FEDERAL EXPRESS FEES

PRIORITY LETTER	<u>\$29.00</u>
2-DAY LETTER	<u>\$23.50</u>
3-DAY LETTER	<u>\$19.50</u>
SATURDAY LETTER	<u>\$41.50</u>
FED EX 1 <sup>ST</sup> OVERNIGHT:	<u>\$75.00</u>
LOCAL P/UP OR DLVY:	<u>CALL FOR QUOTE</u>

#### PPTG SERVICE FEES:

**PLEASE MARK THE APPROPRIATE BOX AND ADD THE FEES ABOVE FOR THE SERVICE YOU HAVE REQUESTED**

- \$35.00 FOR 16 WORKING DAYS OR MORE PROCESSING**
- \$55.00 FOR 8-15 WORKING DAYS PROCESSING**
- \$75.00 FOR 4-7 WORKING DAYS PROCESSING**
- \$125.00 FOR 24 TO 72 HOUR RUSH PROCESSING**

**IMPORTANT NOTE:** PLEASE BE ADVISED THAT THE U.S. PASSPORT OFFICE ISSUES PASSPORTS ACCORDING TO YOUR DEPARTURE DATE. SAME DAY AND 24 -72 HOUR SERVICE IS NOT ALWAYS AVAILABLE. OUR COMPANY IS ALLOWED TO SUBMIT APPLICATIONS TO THE PASSPORT OFFICE EACH DAY BEFORE 10:30 AM. IN THE EVENT YOU ARE REQUESTING THAT YOUR APPLICATION BE SUBMITTED THE DAY WE RECEIVE IT, PLEASE SEND YOUR APPLICATION BY PERSONAL DELIVERY OR BY AN OVERNIGHT COURIER THAT OFFERS AN 8 AM DELIVERY. OUR COMPANY IS ALLOWED TO PROCESS 3 PASSPORT APPLICATIONS ON A SAME DAY/ 24-72 HOURS BASIS EACH DAY AND 22 PASSPORT APPLICATIONS ON ANY OTHER SERVICE PROCESS. **\*\*IF YOU NEED THE PASSPORT TO BE CONSIDERED FOR A SAME DAY PROCESS (\$50.00 ADDITIONAL SPECIAL HANDLING FEE) OR A 24 TO 72 HOUR RUSH PROCESS PLEASE FAX US A COPY OF YOUR DOCUMENTS AND THEN GIVE US A CALL SO THAT WE CAN REVIEW THE DOCUMENTS – ADD YOUR NAME TO THE RUSH PROCESS LIST AND GIVE YOU SHIPPING INSTRUCTIONS. YOU WILL BE GIVEN A RESERVATION NUMBER TO HOLD YOUR PLACE IN THE LINEUP FOR PPTG TO SUBMIT YOUR APPLICATION ACCORDINGLY. BE SURE TO LIST THE RESERVATION NUMBER ON THE WORK ORDER. FAILURE TO FOLLOW ANY OF THESE INSTRUCTIONS WILL CAUSE A DELAY. PASSPORT PHOTOS TO GO IS NOT RESPONSIBLE FOR DELAYS OUT OF OUR CONTROL. IF IN EVENT THE PASSPORT OFFICE DENIES YOUR APPLICATION, PPTG SERVICE FEES ARE NON-REFUNDABLE AND WILL BE CHARGED ACCORDING TO ORIGINAL REQUEST.**



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## REQUIREMENTS TO EXPEDITE A PASSPORT CARD AND YOU ARE IN POSSESSION OF YOUR PREVIOUSLY ISSUED U.S. PASSPORT

PLEASE FOLLOW THESE INSTRUCTIONS IF:

YOU CAN SUBMIT YOUR CURRENT PASSPORT AND IT WAS ISSUED LESS THAN FIFTEEN (15) YEARS AGO AND YOU WERE OVER THE AGE OF SIXTEEN (16) WHEN IT WAS ISSUED.

- 1.) [CLICK HERE](#) TO COMPLETE THE GOVERNMENT PASSPORT CARD APPLICATION (DS-82) ONLINE. ONCE YOU HAVE COMPLETED THE FORM, CLICK ON THE CREATE FORM BUTTON AND THEN PRINT IT OUT AND BE SURE TO SIGN IT. **FAILURE TO DO SO WILL CAUSE DELAYS.**
- 2.) TWO (2) COLOR PASSPORT TYPE PHOTOGRAPHS (2x2). THE HEAD IS MEASURED FROM BOTTOM OF CHIN TO THE TOP OF THE HAIRLINE AND SHOULD BE BETWEEN 1 INCH AND 1 3/8 INCHES, TAKEN WITHIN THE PAST THREE (3) MONTHS. BE SURE THAT THE PHOTOGRAPH IS TAKEN WITH AN OFF-WHITE BACK GROUND AND BOTH EARS CAN BE SEEN.
- 3.) YOUR CURRENT PASSPORT THAT WAS ISSUED LESS THAN FIFTEEN (15) YEARS AGO.
- 4.) \$90.00 PAYABLE TO THE "DEPARTMENT OF STATE".
- 5.) PLEASE SUBMIT ONE OF THE FOLLOWING PROOFS OF DEPARTURE:
  - A.) AN ORIGINAL COVER LETTER FROM THE APPLICANT EXPLAINING WHEN AND WHERE YOU ARE TRAVELING TO
  - B.) AN ORIGINAL COMPANY LETTER OF EXPEDITE
- 6.) A RELEASE LETTER AUTHORIZING PASSPORT PHOTOS TO GO AND EXECUTIVE PASSPORT & VISA SERVICE (OUR PARTNER COMPANY) TO COLLECT THE PASSPORT ON YOUR BEHALF. THE PASSPORT AGENCY HAS A LIMIT ON THE AMOUNT OF PASSPORTS THAT CAN BE SUBMITTED ON A DAILY BASIS. PLEASE FILL BOTH RELEASE LETTERS OUT, SO THAT WE CAN BETTER SERVE YOU.
- 7.) A COMPLETED PASSPORT PHOTOS TO GO WORK ORDER FORM.
- 8.) A COMPLETED PASSPORT PHOTOS TO GO PASSPORT INSTRUCTION SHEET.



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## EXAMPLE OF A 'COMPANY LETTER OF EXPEDITE'

PLEASE FOLLOW THIS FORMAT ON AN ORIGINAL COMPANY LETTERHEAD.

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

Dear PASSPORT REPRESENTATIVE

Mr./Mrs. \_\_\_\_\_ is one of our employees who is engaged as a(n) (POSITION) for (COMPANY NAME) . Mr./Mrs. \_\_\_\_\_ has an urgent international departure to (DESTINATION) for the purpose of \_\_\_\_\_. He/she will be departing U.S.A. on (DATE). Mr./Mrs. \_\_\_\_\_ will be traveling on (AIRLINE) and will be staying for a period of (LENGTH of STAY). Please expedite his/her passport at your earliest convenience. Thank you for your assistance.

Very truly yours,

(SUPERVISOR'S SIGNATURE)

PLEASE BE SURE THAT THIS LETTER IS SIGNED BY THE PERSON WHO AUTHORIZED YOUR TRIP. THIS LETTER SHOULD NOT BE SIGNED BY THE TRAVELER. DO NOT ATTENTION THIS LETTER TO PASSPORT PHOTOS TO GO. IF YOU ARE REQUESTING SAME DAY SERVICE WE RECOMMEND THAT YOU ALSO SEND A COPY OF YOUR TRAVEL ITINERARY.



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## EXAMPLE OF A 'LETTER OF EXPEDITE'

PLEASE FOLLOW THIS FORMAT IF YOU WILL BE TRAVELING AS AN INDIVIDUAL.

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

Dear PASSPORT REPRESENTATIVE

I, Mr./Mrs. \_\_\_\_\_ have an urgent international departure to (DESTINATION) for the purpose of \_\_\_\_\_. I will be departing the U.S.A. on (DATE). I will be traveling via (CAR-TRAIN-CRUISE LINE, ETC.) and will be returning to the U.S.A. on (DATE). Please expedite my request for a passport card at your earliest convenience.

Thank you for your assistance.

Very truly yours,

(APPLICANT'S SIGNATURE)



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## RELEASE LETTER

Dear PASSPORT REPRESENTATIVE,

I, \_\_\_\_\_, authorize your office to discuss the status of and/or release of my passport card to: "PASSPORT PHOTOS TO GO", my agent in expediting my passport.

Thank you for your assistance.

Sincerely,

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

Applicant's date of birth: \_\_\_\_\_

Applicant's social security #: \_\_\_\_\_

Date of departure from the U.S.A \_\_\_\_\_

## NOTE TO APPLICANT

1. This letter must bear the true signature of the applicant.
2. A husband may not sign on behalf of his wife, and vice versa.
3. In the event that it becomes necessary, this letter also authorizes the passport agency to mail the passport back to PASSPORT PHOTOS TO GO.

Note: PASSPORT PHOTOS TO GO is an expediting service. We do not issue passports.



## EXECUTIVE PASSPORT & VISA SERVICE

### Authorization/Release Letter Executive Passport & Visa Service

To Whom It May Concern:

I, \_\_\_\_\_, authorize any agent of Executive Passport & Visa Service to act as my agent in every aspect of expediting my passport and/or visa request. I authorize your office to the following which includes but not limited to:

- 1) Release my passport/visa to my agent in person.
- 2) Release my passport/visa to my agent by mail if deemed by you.
- 3) Discuss my application with my agent in person or by phone.

I acknowledge and agree that Executive Passport & Visa Service does NOT guarantee the issuance of my passport/visa and Executive Passport & Visa Service is NOT responsible for losses occurred due to any situation beyond their control, including but not limited to delay or loss of document(s) by your office or courier service.

\_\_\_\_\_  
Signature (as on application)

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Date