

# Minor Passport Instructions (Under 16 Years)

*Please review all 4 steps before you begin your application.*

## Step 1 - Gather Your Documents

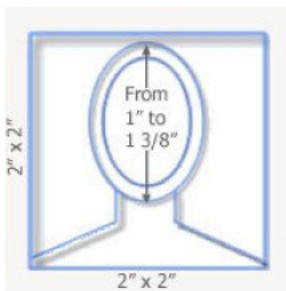
You will need the following documents to begin the process of getting your child's passport:

- ☐ **Original Birth Certificate** - submit the original and make one **photocopy**. The birth certificate must be an original or certified "long form" copy, with a raised seal from the State Office of Vital Statistics. Hospital-issued birth certificates are not acceptable. You can acquire a certified copy from the Office of Vital Statistics in the state of birth or at <http://vitalchek.com>.



The original birth certificate will be returned with the new passport.

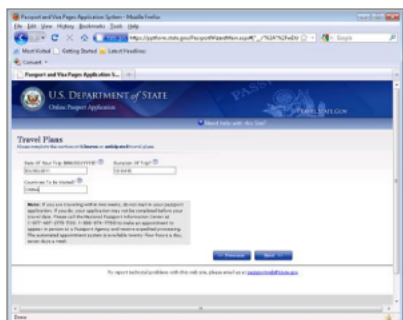
- ☐ **US Passport Application Form DS-11** - two copies. See Step 2 for details.
- ☐ **Previous US Passport, if applicable**. If your child has previously been issued a US passport, submit the most recent passport. It will be marked cancelled and returned to you with the new passport.
- ☐ **Two NEW passport-style 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.
  - There must be no objects in the background, and parent's hands must not appear in photos of infants.
  - 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 signatures on all the LOAs must be original, no faxes, scans or copies will be accepted.
- ☐ **Form DS-3053, "Statement of Consent," if applicable**. This form is not required if both parents accompany the child to the Passport Acceptance Facility (see Step 2). If one parent is absent, he must sign Form DS-3053 in front of a Notary Public.
- ☐ **A photocopy of the front and back of both parents' state-issued Driver's License or Identification Card**. Copies must be on 8.5"x11" paper, on only one side of the paper; you may use two sheets of paper if necessary.
- ☐ **Proof of Departure - two copies**. Your proof of departure can be either a flight itinerary or copy of airline tickets. Itineraries printed from online travel sites are acceptable. If your departure date is more than 3 weeks away, please call G3 or email [DCPassportAssociates@g3visas.com](mailto:DCPassportAssociates@g3visas.com).

## Step 2 - Complete Your Passport Application

Your **Passport Application Form DS-11** must be created online at <https://pptform2.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.

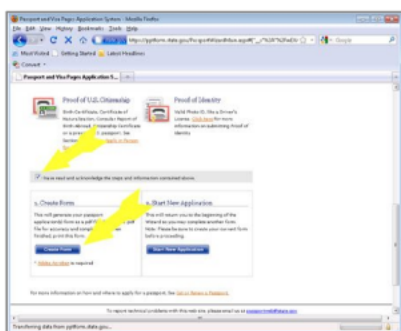
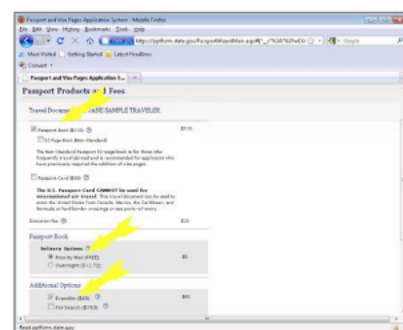


On the screen labeled "Travel Plans," put in the information about your trip. The trip date and destination should match the trip information listed on your Letters of Authorization. If your departure date is more than 3 weeks away, please call or email G3 for instructions.

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

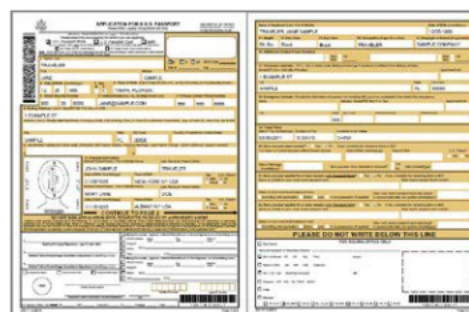
- Passport Book (\$80)
- Priority Mail Delivery
- Expedite (\$60)

These government fees are **not paid online**. The government fees will be collected at the Passport Acceptance Agent (see step 3).



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. Print **two copies** of your application (pages 5 and 6). **Do not sign them until instructed to do so by the Passport Acceptance Agent.**



*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 - Visit the Passport Acceptance Agent

Take all of your gathered documents to the **Passport Acceptance Agent**, who will review your application and verify both parents' identity by checking your driver's license or other government-issued photo ID. **Both parents and the child must go to the Passport Acceptance Agent. If only one parent can accompany the child, the other parent must sign and notarize form DS-3053.** The Passport Acceptance Agent will seal your application and other documents into an envelope that can only be opened by Passport Agency personnel. **The G3 Order Form should not be sealed into the envelope.**



**Passport Acceptance Agents** can be found at main branch US Post Offices and at Clerk of the Court offices. To find the most convenient Passport Acceptance Agent, visit <http://iafdb.travel.state.gov/>. Some Passport Acceptance Agents may require appointments.

The **Government Fees** for your new passport will be paid by check or money order when you visit the Passport Acceptance Agent. Please note that starter checks are not accepted. The fees are:

- An execution fee of \$25, payable to the agency (USPS or Clerk of Court). This fee is *not sealed* inside the envelope.
- Passport processing fee of \$140, payable by check or money order to US Department of State. This fee will be collected by the agent and sealed inside the envelope.

**Do not let the Passport Acceptance Agent mail in your sealed envelope!** Tell the Passport Acceptance Agent that a passport expediting service will be hand carrying your application to the Passport Agency.



**Once your sealed envelope has been executed, send it to G3 right away. Your sealed envelope must be submitted to the Passport Agency within 5 business days of execution or it will become void and will need to be re-executed.**

*G3 is not able to open the sealed envelope; it can be opened by Passport Agency personnel only.*

### Your Sealed Envelope will contain:

- ☐ Form DS-3053, if applicable
- ☐ The ORIGINAL Birth Certificate
- ☐ One SIGNED Passport Application Form DS-11
- ☐ One Letter of Authorization with original signatures
- ☐ One copy of the Proof of Departure
- ☐ The photocopy of both parents' Driver's License or ID card
- ☐ The passport photos
- ☐ Previous US Passport, if applicable
- ☐ Passport fee of \$140 payable to "US Department of State"

### Send these materials to G3 via FedEx or UPS along with your Sealed Envelope:

- ☐ A PHOTOCOPY of the Birth Certificate
- ☐ The UNSIGNED Passport Application Form DS-11
- ☐ One Letter of Authorization with original signatures
- ☐ One copy of the Proof of Departure
- ☐ The completed G3 Order Form (attached)
- ☐ G3 Processing and Shipping Fees (see G3 Order Form)

## Step 4 - Send Your Documents to G3

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 Minor Passport

### Traveler Information

Traveler Name \_\_\_\_\_  
Date of Birth \_\_\_\_\_  
Date of Travel \_\_\_\_\_  
Country to be Visited \_\_\_\_\_  
Are Visas Required? ☐ Yes ☐ No  
Mother's Full Name \_\_\_\_\_  
Father's Full Name \_\_\_\_\_  
Date Documents Must Be Returned \_\_\_\_\_

### 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.*

### 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)).

*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.*

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

US Government Fees will be paid at Passport Acceptance Agent  
(\$140.00 Passport Fee + \$25.00 Execution Fee)

#### G3 Processing Fees

2 Business Days	\$250.00
5 Business Days	\$175.00
10 Business Days	\$75.00

*If you require less than 2 business day service, contact G3 to request  
Emergency Processing.*

#### 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.

### 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:	PAID AT ACCEPTANCE AGENT
G3 Processing Fee:	_____
Concierge Level Service Fee (optional):	_____
Shipping Fee:	_____
Subtotal:	_____
Add 5% Fee for Credit Card Processing:	_____
Total Payment Enclosed:	_____

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

# 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:

We, \_\_\_\_\_ and \_\_\_\_\_,  
(mother's full name) (father's full name)

parents of \_\_\_\_\_, hereby authorize a representative of  
(child's full name)

G3 Visas & Passports to submit our child's passport application, discuss its status and retrieve it upon completion.

Our child intends to depart the United States on \_\_\_\_\_.

Our child's date of birth is \_\_\_\_\_.

Our child is traveling to \_\_\_\_\_ and visas are required \_\_\_\_\_, or are not required \_\_\_\_\_ for this 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 this application.

\_\_\_\_\_  
Original Signature of Parent (Mother)

\_\_\_\_\_  
Original Signature of Parent (Father)

## 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

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:

We, \_\_\_\_\_ and \_\_\_\_\_,  
(mother's full name) (father's full name)

parents of \_\_\_\_\_, hereby authorize a representative of  
(child's full name)

G3 Visas & Passports to submit our child's passport application, discuss its status and retrieve it upon completion.

Our child intends to depart the United States on \_\_\_\_\_.

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Thank you for your assistance with this application.

\_\_\_\_\_  
Original Signature of Parent (Mother)

\_\_\_\_\_  
Original Signature of Parent (Father)

## 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)