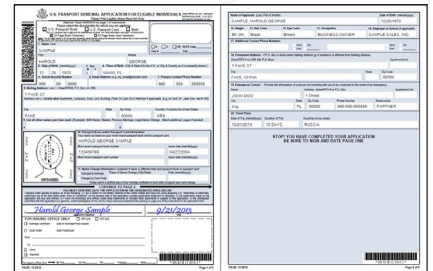




ALL TRAVELERS must include the following documents in your package to G3:

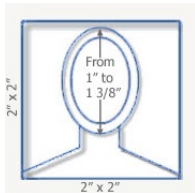
- Your current US passport book.** Submit the original, not a copy.
 - Your passport must have been issued less than 15 years ago.
 - You must have been at least 16 years old when your passport was issued.

Your current passport will be marked cancelled and will be returned with your new passport. Please note, if your passport is deemed to be in poor condition, you may be required to use Mutilated Passport procedures, and/or your cancelled passport may be retained by the US Department of State.



- US Passport Renewal Form DS-82.** The application must be created online at <https://pptform.state.gov> then printed and signed with a pen-to-paper signature in blue or black ink. The signature must match the signature in your current passport. See Page 5 for details.

- One NEW passport-style color photograph.**



- The photo must be 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 previously issued 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 Letter 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 an original pen-to-paper signature in blue or black ink, and must match the signature on your current passport and your application form. No faxes, scans or copies will be accepted.

- Proof of known or anticipated travel plans.**

- Copy of airline reservation showing applicant's name,
- Copy of crewmember trip sheet, or
- A business letter (on company letterhead) stating that a passport is required for travel. This letter must be signed by a representative of the company other than the applicant with an original pen-to-paper signature and must specify the applicant's departure date(s) and destination(s). A sample is attached.

If you do not have proof of intended travel, select G3's Expedited 10 business day processing speed. Proof of intended travel is required for G3's Mission Critical and Priority processing speeds.

- Proof of name change, if applicable.** If your name has legally changed since your last passport was issued, you must submit both of the following documents:

- The original document or a 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.

When completing your Passport Renewal Form DS-82, list your current legal name as it should appear on your new passport.

G3's Standard of Service

- All visa and passport requests are processed by knowledgeable, experienced associates.
- All calls are answered by a well-informed associate, not a call center or voice mail system.
- All Personally Identifiable Information is protected with safeguards that exceed State Department standards.
- All requests receive email confirmation acknowledging receipt by a G3 associate.
- All application documents will be thoroughly reviewed prior to submission.
- All requests receive email confirmation of the completion and FedEx tracking information.
- All passports are returned via the FedEx service of your choice.

Requirements



EssentialInfo

PASSPORT SERVICE NOTES

- If you require your passport be issued in less than 2 business days, contact G3 to request Emergency Processing; 888.883.8472 or CLS@g3visas.com.
- Travelers may select a large 52 page book when creating the DS-82 passport renewal application. Large books are issued at the discretion of the US Passport Agency.
- If you select a passport book and a passport card when creating your DS-82 passport application form, the passport card may be issued separately and will be mailed directly to the applicant. Please note: passport cards can be used to enter the United States from Canada, Mexico, the Caribbean, and Bermuda at land border crossings or sea ports-of-entry. The passport card cannot be used for international travel by air.
- If you have a valid or expired Second Valid Passport, the US Passport Agency may opt to ask that this passport be submitted.

PROCESSING NOTES

- Send all required documents and the completed Passport Order Form to G3 using a service with tracking such as FedEx or UPS.
- Due to submissions deadlines set by agencies, documents received by G3 are hand-carried to the appropriate processing facility on the next business day. 8:30 am delivery via FedEx or UPS with no signature required is recommended for requests requiring Mission Critical service.
- Business days are Mondays through Fridays and do not include US Federal Holidays or other incidental processing restrictions set by agencies.
- It is not possible to change passport processing speed once the request has been submitted to the US Passport Agency. Please ensure you select a processing speed that meets your needs.
- Credit card payments are subject to a 5% credit card convenience fee unless the physical card is presented in person.
- Complete details of G3's Privacy, Cancellation, Payment, and Shipping Policies are available at www.g3visas.com/Policies.html.
- Passport services are rendered at the discretion of the US Department of State. G3 acts on the behalf of the client, and takes no responsibility for the services rendered by Travel Agents, Government Agencies, Consulates or Embassies in connection with issuance of visas and passports. G3 takes no responsibility for delays or loss of passports as may occur through above services or by any delivery service. Damage compensation is not available.

Special Services: ITAS & CLS

G3's International Travel Application Service (ITAS) adds the following benefits:

G3 has created simple questionnaires for you to use instead of confusing application forms, and our experts will create your visa or passport application ensuring it meets the requirements of the consulate or agency, saving you valuable preparation time.

Questionnaires can be requested by contacting ITAS@g3visas.com.

Your application will be emailed to you in PDF format to print and sign with a pen-to-paper signature.

G3's Concierge Level Service (CLS) adds the following benefits:

You may utilize our dedicated Concierge email, CLS@g3visas.com, for a quick response from our experts.

Your G3 associate will thoroughly review your documents via email before you send them to one of our operations centers.

ITAS, as described above, may be requested at no additional charge.

G3 will generate FedEx air bills for you to efficiently ship your documents to our office. (Additional shipping fees will apply.)

Your G3 associate will personally contact you to confirm receipt of your documents and review your request providing a timeline of completion or if any additional information is needed.

If you require more than one visa or passport service, your associate will advise you at each stage of completion ensuring we meet your travel dates.

Upon completion of your request, your associate will contact you to confirm your return delivery information.

Your G3 associate will provide a complimentary return delivery upgrade when your request is complete using Federal Express Priority Overnight service (delivery next business day by 10am), and will track your package to confirm you have received it.

You will have access to our Emergency Concierge Services and Lost Passport Support if you ever need it.

Additional service fees apply to ITAS and CLS requests.



VISAS & PASSPORTS

WASHINGTON, DC PASSPORT RENEWAL

Applicable Fees

US Government Fees for Passport Processing			
Passport Renewal (Book Only)		<input type="checkbox"/> \$170.00	
Passport Renewal (Book and Card)		<input type="checkbox"/> \$200.00	
G3 Service Fees			
Service Type	Mission Critical 2 Business Days	Priority 5 Business Days	Expedited 10 Business Days
Passport Renewal	<input type="checkbox"/> \$250.00	<input type="checkbox"/> \$175.00	<input type="checkbox"/> \$75.00
Special Services			
<input type="checkbox"/> Concierge Level Service (CLS) \$95.00		<input type="checkbox"/> International Travel Application Service (ITAS) \$35.00	
Return Delivery Fees			
<input type="checkbox"/> FedEx Express Saver 3 Business Day Delivery	\$19.00	<input type="checkbox"/> FedEx First Overnight* Delivery Next Business Day by 8:30AM	\$84.00
<input type="checkbox"/> FedEx Standard Overnight Delivery Next Business Day by 3PM	\$29.00	<input type="checkbox"/> FedEx Saturday Delivery* Delivery by 3PM	\$44.00
<input type="checkbox"/> Same Day Delivery* Delivery by FedEx or Commercial Airline	Please Call	<input type="checkbox"/> FedEx International Delivery* including Puerto Rico Delivery Times Vary by Location	Please Call
<input type="checkbox"/> FedEx or UPS Account Number Provided <input type="text"/>	\$5.00	<input type="checkbox"/> FedEx or UPS Return Airbill Included <input type="text"/>	No Charge
<i>*These services may not be available for all delivery locations.</i>			

Send Completed Order Form and All Required Documents To:

G3 Visas & Passports, Attn: Passport Department, 3300 North Fairfax Drive, Suite 220, Arlington, VA 22201
703.276.8472 Phone | 888.883.8472 Toll Free | 703.524.3374 Fax | WashingtonDC@g3visas.com

www.g3visas.com



Send to: G3 Visas & Passports
 Attn: Passport Department
 3300 North Fairfax Drive, Suite 220
 Arlington, VA 22201
 888.883.8472 | WashingtonDC@g3visas.com

WASHINGTON, DC
PASSPORT RENEWAL

Order Form

Your invoice will be sent to your contact email. Check here if you require a hard copy included with your return delivery.

Travelers				
1	Full Name:	Date of Birth: Month:	Day:	Year:
2	Full Name:	Date of Birth: Month:	Day:	Year:

Passport Service	
Service: <input type="checkbox"/> Passport Renewal (Book Only) <input type="checkbox"/> Passport Renewal (Book and Card)	Processing Speed: <input type="checkbox"/> Mission Critical <input type="checkbox"/> Priority <input type="checkbox"/> Expedited

Special Services	
<input type="checkbox"/> Concierge Level Service (CLS) \$95.00	<input type="checkbox"/> International Travel Application Service (ITAS) \$35.00

Travel Details	
Date of US Departure:	I must have my passport no later than:
Other visa or passport services requested:	
Notes:	

Contact Information <small>Who should G3 contact about this request?</small>	
Name:	Company:
Contact Email (required):	
Daytime Phone:	Mobile Phone:
G3 Customer Number:	<input type="checkbox"/> N/A

Return Delivery Address <small>This must be a physical address for FedEx delivery; no P.O. Boxes.</small>		
Name:	Company:	
Street Address:		
City:	State:	Zip Code:
Daytime Phone:	Mobile Phone:	

Payment Information																																					
<input type="checkbox"/> Credit Card <input type="checkbox"/> Check <input type="checkbox"/> Approved Billing Terms																																					
Billing, P.O., Project or Reference Code# <input type="text"/>																																					
For Payment Via Credit Card:																																					
Visa/MasterCard: <input type="text"/> - <input type="text"/> - <input type="text"/> - <input type="text"/>																																					
Exp. Date: ___ / ___ Security Code: <input type="text"/>																																					
OR																																					
American Express: <input type="text"/> - <input type="text"/> - <input type="text"/>																																					
Exp. Date: ___ / ___ Security Code: <input type="text"/>																																					
Name as it appears on the card: <input type="text"/>																																					
Billing Address: <input type="text"/>																																					
City: <input type="text"/>	State: <input type="text"/> Zip: <input type="text"/>																																				
Signature: <input type="text"/>																																					
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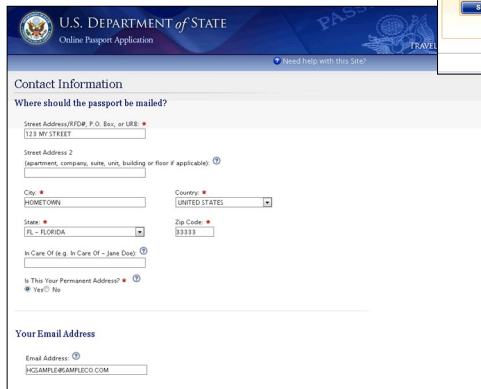


VISAS & PASSPORTS

ONLINE APPLICATION GUIDE PASSPORT RENEWAL

Application Guide

Your Passport Renewal Form DS-82 must be created online at <https://pptform.state.gov/>, printed and signed. To begin, click the fraud notice button then click "Submit." On the next page select "Apply Online." You will complete a multi-page questionnaire that will create an application with a 2D barcode required for expedited services. All passport requests submitted by G3 are considered expedited by the US Department of State.



On the second page of the online questionnaire, you will be asked "Where should your passport be mailed?" Fill in your permanent home address. G3 will retrieve your passport in person from the US Passport Agency and will return it via Federal Express to the delivery address listed on your G3 Passport Order Form.

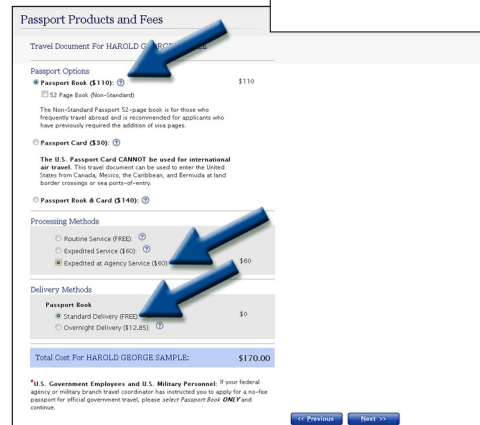
On the screen labeled "Travel Plans," fill in the information about your trip. The trip date and destination should match the trip information listed on your proof of intended travel. If you have more than one international departure, list the details of your first trip. If you do not have travel plans and are using G3's Expedited 10 Business Day processing speed, you may leave these details blank.



On the "Passport Products and Fees" screen, select the following options:

- Passport Book (\$110)
- Expedited at Agency Service (\$60)
- Standard Delivery

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





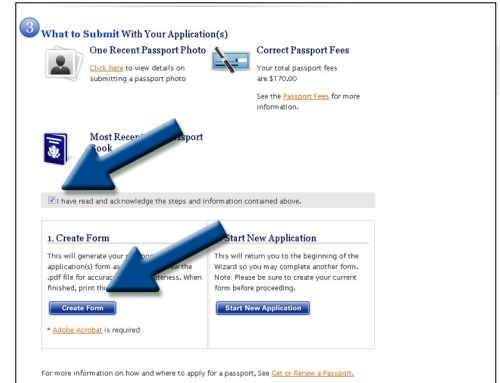
VISAS & PASSPORTS

ONLINE APPLICATION GUIDE PASSPORT RENEWAL

Application Guide

You will have a chance to review your information before your application is completed.

On the final page of the online questionnaire, scroll to the bottom of the page and click the box that says "I have read and acknowledge the steps and information contained above" and then click the "Create Form" button. Your passport application will open in another window as a PDF form for you to print. You may also save a copy of your completed application onto your computer.



Your completed application will contain six pages. Print the last two pages (pages 5 and 6). These pages must be printed single-sided, double-sided applications are not accepted by the US Department of State. Sign your application on the signature line in blue or black ink and fill in the date that you have signed your application. Passport applications must be submitted to the US Passport Agency within 30 days of the date the application is signed.

If you would like to have one of G3's passport experts fill out the online application for you, select G3's ITAS or CLS service. Please email CLS@g3visas.com or ITAS@g3visas.com to initiate your passport service.

Letter of Authorization

Please carefully read the information below before completing this Letter of Authorization.

An individual's personal information cannot be released by the U.S. government to another party without the written consent of the individual under the provisions of the Privacy Act of 1974 (5 USC 552a). As a result, an employee at a U.S. passport agency cannot discuss the details of your passport application with a third party without your written consent.

Please check **all** that apply:

- I authorize the company stated below to submit my passport application to a passport agency and pick up the passport from a U.S. passport agency on my behalf.
- I authorize the passport agency to disclose to the company listed below any requests for further documentation and/or information that that may arise in connection with my passport application, and I authorize the company to respond to such requests under my direction.
- I do not authorize the passport agency to disclose to the company listed below any requests for further documentation and/or information that may arise with my passport application. I want the passport agency to contact me directly should an issue arise with my passport application that concerns matters other than the date on which the passport will be ready for pick-up from the passport agency.

Applicant Information

(Note: All of the information below may ONLY be filled out by the applicant, parent, legal guardian, or person legally acting in loco parentis)

Applicant Name: _____
(Last Name, First Name, Middle Name)

Applicant Phone No: _____ Date: _____
(Area Code-XXX-XXXX) (MM/DD/YYYY)

Courier Company Name: _____

Applicant Signature: _____
(If the applicant is under the age of 16 the parent(s), legal guardian(s), or person legally acting in loco parentis must sign)

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VISAS
& PASSPORTS

Sample Proof of Travel Plans Letter from Employer

*****Please print your business letter on company stationery.*****

September 21, 2013

US Passport Agency
US Department of State

To Whom it May Concern:

Lucinda Albright (*insert applicant's name*) is employed by Sample Products, Inc. (*insert the company name*) as an International Sales Director (*insert applicant's job title*), and she requires a passport in order to travel internationally for business.

She will be traveling to China on October 5, 2013 for meetings with local distributors, and will be returning to the United States on October 15, 2013. (*Insert details of a trip to be taken within the next three weeks.*)

Ms. Albright is requesting expedited passport service to accomodate her upcoming travel. Should you have any questions regarding her business travel, please contact me at 555-555-1234 (*insert phone number*).

Thank you for your assistance with this request.

Sincerely,

James Ventura

James Ventura
Senior Vice President, International Sales
Sample Products, Inc.

(*The letter must have an original ink signature of a manager or officer other than the applicant.*)

Sample Letter