



# 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 USA DEPARTURE: \_\_\_\_\_

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

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

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

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

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



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### PASSPORT INSTRUCTION SHEET

APPLICATION (S) REQUESTED FOR: \_\_\_\_\_ REPLACEMENT OF A MUTILATED PASSPORT \_\_\_\_\_

### DOCUMENTS REQUIRED:

**\*\*ONE SEALED ENVELOPE, SEE NEXT PAGES FOR DETAILS\*\***

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

#### FEES PER PERSON

GOVERNMENT EXPEDITING FEE:	_____	INSIDE	_____
PPTG SERVICE FEE:	_____		
STATE DEPARTMENT FEE:	_____	INSIDE	_____
ADDITIONAL PPTG SERVICE FEES:	_____		
SUBTOTAL:	_____		
*ADD RETURN FEDERAL EXPRESS FEE:	_____		
<b>TOTAL: (NO PERSONAL CHECKS)</b>	_____		

#### \*FEDERAL EXPRESS FEES

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

#### 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

#### ADDITIONAL PPTG SERVICE FEES:

- \$50.00 SPECIAL HANDLING
- \$55.00 PASSPORT CARD

**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 MUTILATED U.S. PASSPORT

### PLEASE FOLLOW THESE INSTRUCTIONS IF:

YOUR CURRENT PASSPORT HAS BEEN DAMAGED IN ANY WAY THAT MAY CAUSE PROBLEMS WHEN YOU TRAVEL (e.g. DAMAGED IN THE WASHING MACHINE, PAGES RIPPED OUT, LAMANATION COMING OFF, ETC.)

TAKE THE BELOW MENTIONED DOCUMENTS TO AN ACCEPTANCE AGENT. [CLICK HERE](#) TO FIND YOUR LOCAL ACCEPTANCE AGENT NEAREST YOU. REQUEST THE AGENT TO EXECUTE YOUR DOCUMENTS AND PLACE THEM IN A SEALED ENVELOPE. ADVISE THE AGENT THAT YOU ARE HAVING VIP SERVICES WALK YOUR PASSPORT APPLICATION THROUGH THE STATE DEPARTMENT. SEALED ENVELOPES MUST BE PRESENTED TO THE STATE DEPARTMENT WITHIN (5) FIVE WORKING DAYS OF BEING SEALED.

- 1.) [CLICK HERE](#) TO COMPLETE THE GOVERNMENT PASSPORT APPLICATION (DS-11) ONLINE. ONCE YOU HAVE COMPLETED THE FORM, YOU MUST PRINT OUT 2 COPIES BY CLICKING ON THE CREATE FORM BUTTON. FAILURE TO DO SO WILL CAUSE A DELAY. DO NOT SIGN THE APPLICATION UNTIL ASKED TO DO SO BY THE PASSPORT ACCEPTANCE AGENT.
  - \* **WHEN COMPLETING THE APPLICATION BE SURE TO LIST VIP SERVICES INFORMATION IN THE MAIL PASSPORT POSITION**
  - \* **PLEASE ATTACH THE 2<sup>ND</sup> COPY OF THE RELEASE LETTER TO THE OUTSIDE OF THE SEALED ENVELOPE ALONG WITH THE 2<sup>ND</sup> COPY OF THE PROOF OF DEPARTURE AND THE PPTG WORK ORDER REQUEST FORM.**
- 2.) (2) TWO COLOR PASSPORT TYPE PHOTOGRAPHS (2"x2"). 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 (3) THREE MONTHS. BE SURE THAT THE PHOTOGRAPH IS TAKEN WITH A WHITE BACKGROUND.
- 3.) AN ORIGINAL CERTIFIED BIRTH CERTIFICATE ISSUED BY THE STATE OR COUNTY WHERE YOU WERE BORN. YOU MAY USE AN EXPIRED PASSPORT IN LIEU OF A BIRTH CERTIFICATE. NATURALIZED CITIZENS WILL USE THEIR NATURALIZATION CERTIFICATE IN LIEU OF A BIRTH CERTIFICATE.

CONTINUED...



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- 4.) A WRITTEN LETTER, BY THE APPLICANT, EXPLAINING HOW THE PASSPORT WAS DAMAGED.
- 5.) **PASSPORT BOOK FEES:**  
\$170.00 PAYABLE TO THE "DEPARTMENT OF STATE",  
(\$110.00 PASSPORT FEE + \$60.00 EXPEDITE FEE = \$170.00)  
PLUS A \$25.00 EXECUTION FEE.  
**CONTACT THE ACCEPTANCE AGENT FOR METHOD OF PAYMENT.**  
*AN ADDITIONAL \$30.00, ALSO MADE PAYABLE TO THE  
DEPARTMENT OF STATE, WILL BE REQUIRED WHEN APPLYING FOR  
A PASSPORT CARD AT THE SAME TIME.*
- 6.) YOU WILL BE REQUIRED TO SHOW YOUR VALID DRIVERS LICENSE OR STATE ISSUED IDENTIFICATION. IF YOU CANNOT PROVIDE ACCEPTABLE I.D., PRESENT AS MANY DOCUMENTS AS POSSIBLE, DATING BACK AT LEAST 5 YEARS.
- 7.) WITHOUT PROOF OF DEPARTURE THE STATE DEPARTMENT WILL PROCESS YOUR PASSPORT IN APPROXIMATELY 25 WORKING DAYS. INCLUDE ONE OF THE FOLLOWING INSIDE YOUR SEALED ENVELOPE:
  - A.) A CONFIRMED ITINERARY,
  - B.) A COPY OF YOUR AIRLINE TICKETS or
  - C.) AN ORIGINAL COMPANY LETTER OF EXPEDITE
- 8.) YOU MUST COMPLETE AND INCLUDE TWO COPIES OF THE RELEASE LETTER AUTHORIZING VIP SERVICES TO COLLECT THE PASSPORT ON YOUR BEHALF. ONE COPY OF THIS LETTER, WITH ORIGINAL SIGNATURE IN BLUE INK, SHOULD BE PLACED INSIDE THE SEALED ENVELOPE BY THE PASSPORT ACCEPTANCE AGENT AND THE OTHER SHOULD BE ATTACHED TO THE OUTSIDE OF THE ENVELOPE. IF A RELEASE LETTER IS NOT INCLUDED INSIDE THE SEALED ENVELOPE, THE PASSPORT WILL BE MAILED TO THE ADDRESS LISTED ON THE APPLICATION.
- 9.) A COMPLETED VIP SERVICES WORK ORDER FORM SHOULD BE ATTACHED TO THE OUTSIDE OF THE SEALED ENVELOPE.
- 10.) A COMPLETED VIP SERVICES PASSPORT INSTRUCTION SHEET.

CONTINUED...



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## ITEMS THAT MUST BE INSIDE THE SEALED ENVELOPE

- 1.) PASSPORT APPLICATION FORM DS-11 THAT WAS COMPLETED ONLINE AND WITNESSED BY THE PASSPORT ACCEPTANCE AGENT
- 2.) COLOR PHOTO'S (x2)
- 3.) CERTIFIED COPY OF BIRTH CERTIFICATE OR NATURALIZATION CERTIFICATE OR YOUR OLD EXPIRED PASSPORT
- 4.) \$170.00 OR \$200.00 PAYMENT (PAYABLE TO THE "DEPARTMENT OF STATE")
- 5.) ORIGINAL RELEASE LETTER
- 6.) PROOF OF DEPARTURE (ITINERARY OR COPY OF AIRLINE TICKETS)

FOR MORE DETAILED INSTRUCTIONS ON THE ITEMS REQUIRED, PLEASE SEE THE TWO PREVIOUS PAGES.

## ITEMS THAT MUST BE OUTSIDE THE SEALED ENVELOPE

- 1.) COMPLETED PASSPORT PHOTOS TO GO WORK ORDER REQUEST FORM
- 2.) COMPLETED PPTG PASSPORT INSTRUCTION SHEET
- 3.) ORIGINAL RELEASE LETTER
- 4.) COPY OF YOUR PROOF OF DEPARTURE
- 5.) PASSPORT PHOTOS TO GO PAYMENT (PERSONAL CHECKS ARE NOT ACCEPTED)

FOR MORE DETAILED INSTRUCTIONS ON THE ITEMS REQUIRED, PLEASE SEE THE TWO PREVIOUS PAGES.

**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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## RELEASE LETTER

Dear PASSPORT REPRESENTATIVE,

I, \_\_\_\_\_, authorize your office to discuss the status of and/or release of my passport 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.



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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.