

# VIP PASSPORT SERVICES, INC.

2012 Louisiana Street

Houston, Texas 77002

713-659-8472 1-800-856-8472 Fax 713-659-3767

Website: [www.vippassports.com](http://www.vippassports.com) Email: [vipinfo@vippassports.com](mailto:vipinfo@vippassports.com)



## **ATTENTION:**

**ALL REQUESTS MUST INCLUDE PROOF OF DEPARTURE  
(ITINERARY, TICKET, COMPANY LETTER OF EXPEDITE) SHOWING  
A DEPARTURE DATE WITHIN 14 DAYS (IF NO VISA IS NEEDED) OR  
28 DAYS (IF VISA IS NEEDED).**

**DUE TO THE SUBMISSION LIMITATIONS ENFORCED BY THE U.S.  
PASSPORT AGENCY, ALL FIRST-TIME PASSPORT REQUESTS  
REQUIRE A RESERVATION. PLEASE BE SURE TO EMAIL  
([VIPINFO@VIPPASSPORTS.COM](mailto:VIPINFO@VIPPASSPORTS.COM)) COPIES OF ALL DOCUMENTS  
TO OUR OFFICE FOR REVIEW AND TO HAVE THE APPLICANT'S  
NAME ADDED TO THE SUBMISSION RESERVATION LIST.**

**IN ORDER TO INSURE YOUR REQUEST IS SUBMITTED ON-  
SCHEDULE, PLEASE SEND YOUR APPLICATION BY PERSONAL  
DELIVERY OR BY AN OVERNIGHT COURIER TO ARRIVE AT LEAST  
ONE DAY PRIOR TO YOUR SCHEDULED RESERVATION.**

**THANKS,  
*VIP PASSPORT SERVICES, INC.***

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## RESERVATION CANCELLATION POLICY

ALL APPLICANTS REQUESTING THEIR PASSPORT BE PROCESSED FASTER THAN 9 – 15 BUSINESS DAYS ARE REQUIRED TO HAVE A SUBMISSION RESERVATION. WHEN COPIES OF PASSPORT DOCUMENTS ARE RECEIVED AND REVIEWED, THE APPLICANT'S NAME WILL BE ADDED TO OUR RESERVATION LIST ON THE REQUESTED DAY, OR THE FIRST AVAILABLE DAY OF SUBMISSION.

WE DO UNDERSTAND THAT THE UNEXPECTED CAN HAPPEN, SO WE ARE HAPPY TO CANCEL OR RESCHEDULE YOUR RESERVATION WHEN NEEDED. HOWEVER, STARTING JANUARY 1<sup>ST</sup>, 2019, AN ADMINISTRATIVE CANCELLATION FEE OF 50% OF THE REQUESTED VIP SERVICE FEE WILL BE CHARGED IF ONE OR MORE OF THE FOLLOWING OCCUR:

- **SHORT-NOTICE CANCELLATIONS** (*APPLICANT'S ORIGINALS ARE NOT RECEIVED IN TIME FOR SUBMISSION AND THE RESERVATION IS NOT CANCELLED OR RESCHEDULED IN A REASONABLE AMOUNT OF TIME, USUALLY AT LEAST ONE BUSINESS DAY PRIOR TO THE SCHEDULED SUBMISSION DATE*)
- **NO CALL/NO SHOWS** (*WE ARE NOT ABLE TO REACH THE APPLICANT OR THEIR PROXY TO CONFIRM THE ORIGINALS ARE IN ROUTE FOR SUBMISSION THE FOLLOWING BUSINESS DAY*)

IF YOU HAVE ANY QUESTIONS REGARDING OUR CANCELLATION POLICIES FOR PASSPORT RESERVATIONS, PLEASE CONTACT OUR OFFICE TO SPEAK WITH THE MANAGER FOR MORE DETAILS.

THANK YOU,  
VIP PASSPORT SERVICES, INC.

*SPECIALIZING IN VISAS, PASSPORTS, DOCUMENT LEGALIZATION AND TRANSLATIONS*

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## WORK ORDER REQUEST FORM

### TRAVELER INFO

TRAVELER NAME

TRAVELER DATE OF BIRTH

DATE OF U.S. DEPARTURE

DATE PASSPORT IS NEEDED

VIP FILE LOCATOR NUMBER

**PASSPORT SERVICES**

SAME-DAY       3-4 DAYS

**PROCESS SPEED** (SELECT ONE)

5-8 DAYS

### **DON'T FORGET**

TO FAX OR EMAIL  
YOUR DOCUMENTS TO  
OUR OFFICE FOR OUR  
COMPLIMENTARY  
PASSPORT/VISA  
PRE-CHECK!

### BILLING INFORMATION (CHECK BOX IF SAME AS SHIPPING)

CONTACT & COMPANY NAME

ADDRESS (STREET, CITY, STATE, ZIP)

PHONE NUMBER

CELL NUMBER

FAX NUMBER

EMAIL

P.O. OR BILLING REF#:

### RETURN SHIPPING INFORMATION (CHECK BOX TO WAIVE SIGNATURE)

CONTACT NAME

ADDRESS (STREET, CITY, STATE, ZIP)

PHONE NUMBER

CELL NUMBER

FAX NUMBER

EMAIL

### METHOD OF PAYMENT

CREDIT CARD

CARD NUMBER

EXP. DATE

CVV CODE

SIGNATURE OF CARD HOLDER

AUTH. AMOUNT \$ \_\_\_\_\_

MONEY ORDER

CASHIER'S CHECK

COMPANY CHECK

SPECIAL INSTRUCTIONS: \_\_\_\_\_

SPECIALIZING IN VISAS, PASSPORTS, DOCUMENT TRANSLATIONS & LEGALIZATIONS

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## U.S. PASSPORT (FIRST TIME OR RENEWAL)

MINOR APPLICANTS ONLY- UNDER 16

### DOCUMENTS REQUIRED

PLEASE FORWARD THIS SHEET AND ALL THE REQUIREMENTS TO THE ADDRESS LISTED ABOVE

SEALED ENVELOPE:	1		
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OTHER: SEE NEXT PAGES FOR MORE DETAILED INSTRUCTIONS.

### VIP SERVICES FEES:

PLEASE MARK THE APPROPRIATE BOX AND ADD THE FEES ABOVE FOR THE SERVICE (\$) YOU HAVE REQUESTED:

- \$95.00.....5 TO 8 DAY RUSH – **RESERVATION REQUIRED**
- \$145.00 .....3 TO 4 DAY RUSH – **RESERVATION REQUIRED**
- \$195.00.....SAME DAY RUSH – **RESERVATION REQUIRED**

### ADDITIONAL SERVICES FEES:

- \$55.00 (FOR APPLICANTS REQUESTING BOTH A PASSPORT BOOK & CARD)

<u>FEES PER PERSON</u>	
STATE DEPARTMENT EXPEDITING FEE:	SEALED
STATE DEPARTMENT BOOK FEE:	SEALED
VIP SERVICES FEE (SEE BELOW):	
ADDITIONAL VIP SERVICES FEE:	
MONEY ORDER FEE:	N/A
RETURN SHIPPING FEE:	
TOTAL: (NO PERSONAL CHECKS)	

<u>RETURN SHIPPING FEES</u>	
(CHECK ONE)	
<input type="checkbox"/> PRIORITY LETTER	\$35.00
<input type="checkbox"/> 2-DAY LETTER	\$27.50
<input type="checkbox"/> 3-DAY LETTER	\$22.50
<input type="checkbox"/> SATURDAY LETTER	\$49.00
<input type="checkbox"/> FED EX 1 <sup>ST</sup> OVERNIGHT	\$85.00
<input type="checkbox"/> IAH AIRPORT DLVY	\$75.00
<input type="checkbox"/> LOCAL P/UP OR DLVY	<a href="#">CLICK HERE</a> FOR QUOTE

**IMPORTANT NOTE:** PLEASE BE ADVISED THAT THE U.S. PASSPORT OFFICE ISSUES PASSPORTS ACCORDING TO YOUR DEPARTURE DATE. A PROCESSING TIME OF 8 DAYS OR LESS IS NOT ALWAYS AVAILABLE AND RESERVATIONS ARE REQUIRED. OUR COMPANY IS ALLOWED TO SUBMIT APPLICATIONS TO THE PASSPORT OFFICE EACH DAY AT 7:00 AM. IN ORDER TO INSURE YOUR REQUEST IS SUBMITTED ON-SCHEDULE, PLEASE SEND YOUR APPLICATION BY PERSONAL DELIVERY OR BY AN OVERNIGHT COURIER TO ARRIVE AT LEAST ONE DAY PRIOR TO YOUR SCHEDULED RESERVATION. ANY DOCUMENTS RECEIVED AFTER CLOSE OF BUSINESS THE DAY BEFORE A RESERVED SUBMISSION IS SCHEDULED MAY BE SUBJECT TO POSSIBLE DELAY OF SUBMISSION. **\*\*IF YOU ARE REQUESTING A RESERVATION FOR A PROCESSING OF LESS THAN 8 BUSINESS DAYS PLEASE EMAIL A COPY OF ALL YOUR DOCUMENTS TO [VIPINFO@VIPPASSPORTS.COM](mailto:VIPINFO@VIPPASSPORTS.COM) AND THEN CALL OUR OFFICE SO THAT WE MAY REVIEW THE DOCUMENTS, ADD YOUR NAME TO THE RUSH PROCESS LIST AND GIVE YOU SHIPPING INSTRUCTIONS. YOU WILL BE GIVEN A VIP RESERVATION/FILE LOCATOR NUMBER TO HOLD YOUR PLACE IN THE LINEUP FOR VIP TO SUBMIT YOUR APPLICATION ACCORDINGLY. BE SURE TO LIST THE RESERVATION NUMBER ON THE WORK ORDER. FAILURE TO FOLLOW ANY OF THESE INSTRUCTIONS MAY CAUSE A DELAY.** VIP SERVICES IS NOT RESPONSIBLE FOR DELAYS BEYOND OUR CONTROL. IF IN EVENT THE PASSPORT OFFICE DENIES YOUR APPLICATION, VIP SERVICE FEES ARE NON-REFUNDABLE AND WILL BE CHARGED ACCORDING TO ORIGINAL REQUEST. AFTER THE APPLICATION HAS BEEN SUBMITTED TO THE PASSPORT OFFICE AND THEY PUT THE APPLICATION INTO SUSPENSE THERE WILL BE AN ADDITIONAL VIP SERVICE FEE OF \$37.50 TO SUBMIT THE ADDITIONAL DOCUMENTS AND MONITOR THE PROCESS UNTIL COMPLETION.

COMMENTS: \_\_\_\_\_

REVISED 9-28-2018 JENN

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## U.S. PASSPORT FOR A CHILD UNDER THE AGE OF SIXTEEN (FIRST TIME OR RENEWAL)

PLEASE FOLLOW THESE INSTRUCTIONS IF:  
THE APPLICANT IS UNDER SIXTEEN (16) YEARS OF AGE.

TAKE THE BELOW MENTIONED DOCUMENTS TO AN ACCEPTANCE AGENT. [CLICK HERE](#) TO FIND YOUR LOCAL ACCEPTANCE AGENT NEAREST YOU. REQUEST THE AGENT 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 (FORM DS-11) ONLINE. **FAILURE TO DO SO WILL CAUSE A DELAY.** DO NOT SIGN THE APPLICATION UNTIL ASKED TO DO SO BY THE ACCEPTANCE AGENT. BOTH PARENTS OR THE CHILD'S LEGAL GUARDIAN'S SIGNATURE WILL ALSO BE REQUIRED.
  - DO NOT PRINT ANY DOCUMENTS DOUBLE-SIDED.
- 2.) **ONE (1) COLOR PASSPORT TYPE PHOTOGRAPHS – NO GLASSES** (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 (3) THREE MONTHS. BE SURE THAT THE PHOTOGRAPH IS TAKEN WITH A WHITE BACK GROUND AND BOTH EARS CAN BE SEEN. PLEASE [CLICK HERE](#) FOR MORE GUIDANCE ON PHOTO SPECIFICATIONS.
- 3.) **\*ORIGINAL CERTIFIED LONG-FORM BIRTH CERTIFICATE** SHOWING THE APPLICANT'S PARENT(S) FULL NAME LISTED ON THE CERTIFICATE ISSUED BY THE STATE WHERE THE APPLICANT WAS BORN. IN ADDITION TO THIS CERTIFIED COPIES MUST ALSO INCLUDE THE FOLLOWING:
  - APPLICANT'S FULL NAME
  - DATE & PLACE OF BIRTH
  - RAISED, EMBOSSED, IMPRESSED OR MULTICOLORED SEAL OF ISSUING AUTHORITY
  - REGISTRAR'S SIGNATURE
  - DATE THE CERTIFICATE WAS FILED WITH THE REGISTRAR'S OFFICE (MUST BE WITHIN ONE YEAR FROM DATE OF BIRTH)

\*YOU MAY USE A **NATURALIZATION CERTIFICATE** OR **REPORT OF BIRTH ABROAD** IN LIEU OF A BIRTH CERTIFICATE WHEN APPLICABLE.
- 4.) **PASSPORT BOOK FEES:** (CONTACT THE ACCEPTANCE AGENT FOR METHOD OF PAYMENT)
  - \$140.00 PAYABLE TO THE "DEPARTMENT OF STATE", (\$80.00 PASSPORT FEE + \$60.00 EXPEDITE FEE = \$140.00) PLUS A \$35.00 EXECUTION FEE.
  - AN ADDITIONAL \$15.00, ALSO MADE PAYABLE TO THE DEPARTMENT OF STATE, WILL BE REQUIRED WHEN APPLYING FOR A PASSPORT CARD AT THE SAME TIME.
- 5.) **PROOF OF IDENTIFICATION** - BOTH PARENTS **OR** THE CHILD'S LEGAL GUARDIAN(S) WILL BE REQUIRED TO SHOW THEIR DRIVERS LICENSE OR STATE ISSUED I.D. (AND SUBMIT A COPY WITH THE APPLICATION). IF THE LEGAL GUARDIAN(S) CANNOT PROVIDE ACCEPTABLE IDENTIFICATION, THEY WILL BE REQUIRED TO PRESENT AS MANY DOCUMENTS AS POSSIBLE DATING BACK AT LEAST (5) FIVE YEARS TO SUBSTANTIATE THEIR IDENTITY.

**CONTINUED →**

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- 6.) **PROOF OF DEPARTURE** – ALL SUBMISSIONS MUST BE ACCOMPANIED BY PROOF OF DEPARTURE SHOWING A U.S. DEPARTURE DATE WITHIN 14 DAYS (IF NO VISA IS NEEDED) OR 28 DAYS (IF VISA IS NEEDED). SUBMIT ONE OF THE FOLLOWING **INSIDE** YOUR SEALED ENVELOPE:
  - A CONFIRMED ITINERARY
  - A COPY OF YOUR AIRLINE TICKETS
  - AN ORIGINAL COMPANY LETTER OF EXPEDITE
  
- 7.) **LETTER OF AUTHORIZATION** - YOU MUST COMPLETE AND INCLUDE TWO COPIES OF THE AUTHORIZATION LETTER ALLOWING VIP SERVICES TO COLLECT THE PASSPORT ON YOUR BEHALF. THE ORIGINAL OF THIS LETTER, WITH ORIGINAL SIGNATURE IN BLUE INK, SHOULD BE PLACED INSIDE THE SEALED ENVELOPE BY THE PASSPORT ACCEPTANCE AGENT AND A COPY SHOULD BE ATTACHED TO THE OUTSIDE OF THE ENVELOPE.
  
- 8.) **FOR APPLICANT WHO HAS NOT YET BEEN ISSUED A SOCIAL SECURITY NUMBER** – PLEASE BE SURE TO INCLUDE AN ADDITIONAL LETTER INCLUDING THE FOLLOWING STATEMENT:  
  
*"I DECLARE UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE UNITED STATES THAT THE FOLLOWING IS TRUE AND CORRECT: I HAVE NEVER BEEN ISSUED A SOCIAL SECURITY NUMBER BY THE SOCIAL SECURITY ADMINISTRATION."*
  
- 9.) **ONE (1) ORIGINAL, NOTARIZED DS-3053 FORM** IF ONE PARENT OR LEGAL GUARDIAN CANNOT APPEAR WITH THE CHILD AT THE ACCEPTANCE AGENT
  
- 10.) **ONE (1) ORIGINAL DS-5525 FORM** IF THE NON-APPEARING PARENT CANNOT BE LOCATED
  
- 11.) **PASSPORT DOCUMENT CHECKLIST** (SEE PAGE 8) – FAILURE TO INCLUDE THIS CHECKLIST COULD CAUSE A DELAY IN SUBMITTING AND/OR PROCESSING YOUR REQUEST. IF THE PASSPORT OFFICE ACCEPTS THE DOCUMENTS AND ANY OF THE DOCUMENTS ARE NOT PROPERLY COMPLETED/SUBMITTED, THERE WILL BE A DELAY IN COMPLETING YOUR REQUEST

**SPECIAL NOTE:** OUR COMPANY IS ALLOWED TO SUBMIT APPLICATIONS TO THE PASSPORT OFFICE EACH DAY BEFORE 7:00 AM. IN ORDER TO INSURE YOUR REQUEST IS SUBMITTED ON-SCHEDULE, PLEASE SEND YOUR APPLICATION BY PERSONAL DELIVERY OR BY AN OVERNIGHT COURIER TO ARRIVE AT LEAST ONE DAY PRIOR TO YOUR SCHEDULED RESERVATION. ANY DOCUMENTS RECEIVED AFTER CLOSE OF BUSINESS THE DAY BEFORE A RESERVED SUBMISSION IS SCHEDULED MAY BE SUBJECT TO POSSIBLE DELAY OF SUBMISSION.

**\*\*\*\*\*VERY IMPORTANT\*\*\*\*\***

**WE ARE UNABLE TO SUBMIT YOUR SEALED APPLICATION TO THE DEPARTMENT OF STATE WITHOUT HAVING A COPY OF WHAT IS ENCLOSED IN THE ENVELOPE. WE CANNOT OPEN A SEALED ENVELOPE SO PLEASE BE SURE A COPY OF ALL REQUIRED DOCUMENTS ARE MADE PRIOR TO GOING TO AN ACCEPTANCE AGENT AND INCLUDE THOSE COPIES ALONG WITH YOUR SEALED ENVELOPE.**

**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.) PASSPORT TYPE COLOR PHOTO
- 3.) CERTIFIED COPY OF BIRTH CERTIFICATE OR NATURALIZATION CERTIFICATE
- 4.) \$140.00 OR \$155.00 PAYMENT (PAYABLE TO THE "DEPARTMENT OF STATE")
- 5.) ORIGINAL LETTER OF AUTHORIZATION
- 6.) COPY OF BOTH PARENTS' I.D.
- 7.) ORIGINAL, NOTARIZED DS-3053 (WHEN APPLICABLE)
- 8.) ORIGINAL DS-5525 (WHEN APPLICABLE)
- 9.) PROOF OF DEPARTURE (ITINERARY, TICKETS, COMPANY LETTER OF EXPEDITE)
- 10.) STATEMENT REGARDING SOCIAL SECURITY NUMBER (WHEN APPLICABLE)

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

## ITEMS THAT MUST BE OUTSIDE THE SEALED ENVELOPE

- 1.) COMPLETED VIP WORK ORDER REQUEST FORM
- 2.) COMPLETED VIP PASSPORT INSTRUCTION SHEET
- 3.) A COPY OF THE DS-11 THAT HAS BEEN COMPLETED ONLINE PRIOR TO HAVING THE APPLICANTS SIGNATURE WITNESSED (FAILURE TO DO SO WILL CAUSE A DELAY)
- 4.) COPY OF LETTER OF AUTHORIZATION
- 5.) COPY OF BOTH PARENTS' I.D.
- 6.) COPY OF NOTARIZED DS-3053 (WHEN APPLICABLE)
- 7.) COPY OF DS-5525 (WHEN APPLICABLE)
- 8.) COPY OF THE PROOF OF DEPARTURE (ITINERARY, TICKETS, LETTER OF EXPEDITE)
- 9.) COPY OF STATEMENT REGARDING SOCIAL SECURITY NUMBER (WHEN APPLICABLE)
- 10.) COMPLETED AND SIGNED PASSPORT DOCUMENT CHECKLIST
- 11.) VIP 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. A PROCESSING TIME OF 5 DAYS OR LESS IS NOT ALWAYS AVAILABLE AND RESERVATIONS ARE REQUIRED. **OUR COMPANY IS ALLOWED TO SUBMIT APPLICATIONS TO THE PASSPORT OFFICE EACH DAY BEFORE 7:00 AM. IN ORDER TO INSURE YOUR REQUEST IS SUBMITTED ON-SCHEDULE, PLEASE SEND YOUR APPLICATION BY PERSONAL DELIVERY OR BY AN OVERNIGHT COURIER TO ARRIVE AT LEAST ONE DAY PRIOR TO YOUR SCHEDULED RESERVATION. ANY DOCUMENTS RECEIVED AFTER CLOSE OF BUSINESS THE DAY BEFORE A RESERVED SUBMISSION IS SCHEDULED MAY BE SUBJECT TO POSSIBLE DELAY OF SUBMISSION. \*\*IF YOU ARE REQUESTING A RESERVATION FOR A PROCESSING OF LESS THAN 5 BUSINESS DAYS PLEASE EMAIL A COPY OF ALL YOUR DOCUMENTS TO [VIPINFO@VIPPASSPORTS.COM](mailto:VIPINFO@VIPPASSPORTS.COM) AND THEN CALL OUR OFFICE SO THAT WE MAY REVIEW THE DOCUMENTS, ADD YOUR NAME TO THE RUSH PROCESS LIST AND GIVE YOU SHIPPING INSTRUCTIONS. YOU WILL BE GIVEN A VIP RESERVATION/FILE LOCATOR NUMBER TO HOLD YOUR PLACE IN THE LINEUP FOR VIP 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.** VIP SERVICES IS NOT RESPONSIBLE FOR DELAYS BEYOND OUR CONTROL. IF IN EVENT THE PASSPORT OFFICE DENIES YOUR APPLICATION, VIP SERVICE FEES ARE NON-REFUNDABLE AND WILL BE CHARGED ACCORDING TO ORIGINAL REQUEST. AFTER THE APPLICATION HAS BEEN SUBMITTED TO THE PASSPORT OFFICE AND THEY PUT THE APPLICATION INTO SUSPENSE THERE WILL BE AN ADDITIONAL VIP SERVICE FEE OF \$37.50 TO SUBMIT THE ADDITIONAL DOCUMENTS AND MONITOR THE PROCESS UNTIL COMPLETION.

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## PASSPORT REQUEST CHECKLIST

### FIRST TIME OR LOST/STOLEN SEALED ENVELOPES

**THIS FORM MUST BE INCLUDED WITH ALL REQUESTS!**

DUE TO STRICT REGULATIONS ENFORCED BY THE U.S. DEPARTMENT OF STATE ON PASSPORT EXPEDITING AGENCIES, WE MUST CONFIRM THE FOLLOWING INFORMATION BEFORE WE WILL BE ABLE TO SUBMIT YOUR APPLICATION. INCLUDE THIS CHECKLIST WITH THE COPIES OF THE FOLLOWING DOCUMENTS ON THE OUTSIDE OF THE SEALED ENVELOPE:

- APPLICATION (DS-11) IS COMPLETED ONLINE
- PASSPORT PHOTO IS ATTACHED TO APPLICATION
- APPLICATION WAS SIGNED BY APPLICANT/LEGAL GUARDIAN IN FRONT OF ACCEPTANCE AGENT AT POST OFFICE/COUNTY CLERK
- PROOF OF DEPARTURE IS SEALED WITH DOCUMENTS, SHOWING A TRAVEL DATE WITHIN: (*INDICATE BELOW*)
  - 14 DAYS (*IF NO VISA IS NEEDED*)
  - 28 DAYS (*IF VISA IS NEEDED*)
- ORIGINAL SIGNED LETTER OF AUTHORIZATION IS INSIDE ENVELOPE
- CLEAR COPY OF VALID GOVERNMENT OR STATE-ISSUED I.D. (*i.e.* - *COPY OF VALID DRIVER'S LICENSE*)
- PROOF OF U.S. CITIZENSHIP INSIDE ENVELOPE (*INDICATE BELOW*):
  - CERTIFIED U.S. BIRTH CERTIFICATE
  - PREVIOUS U.S. PASSPORT - UNDAMAGED
  - CONSULAR REPORT OF BIRTH ABROAD
  - CERTIFICATE OF NATURALIZATION/CITIZENSHIP
- ENVELOPE WAS SEALED BY ACCEPTANCE AGENT ON: (*DATE*) \_\_\_\_\_
- PAYMENT SEALED INSIDE OF ENVELOPE
  - ❖ METHOD OF PAYMENT: (*CIRCLE ONE*)  
PERSONAL CHECK                      MONEY ORDER                      OTHER \_\_\_\_\_
  - ❖ CHECK/MONEY ORDER NUMBER: \_\_\_\_\_
  - ❖ DATE OF ISSUE: \_\_\_\_\_
  - ❖ AMOUNT OF PAYMENT: \$ \_\_\_\_\_
  - ❖ MADE PAYABLE TO: \_\_\_\_\_

APPLICANT NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

FAILURE TO INCLUDE THIS CHECKLIST COULD CAUSE A DELAY IN SUBMITTING AND/OR PROCESSING YOUR REQUEST. IF THE PASSPORT OFFICE ACCEPTS THE DOCUMENTS AND ANY OF THE DOCUMENTS ARE NOT PROPERLY COMPLETED/SUBMITTED, THERE WILL BE A DELAY IN COMPLETING YOUR REQUEST AS WELL AS ADDITIONAL FEES. VIP IS NOT RESPONSIBLE FOR DELAYS BEYOND OUR CONTROL.



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## LETTER OF AUTHORIZATION

Please carefully read the information below before completing the 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 the 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 pickup 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 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 office 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)



**U.S. Department of State  
STATEMENT OF CONSENT:  
ISSUANCE OF A U.S. PASSPORT TO A MINOR UNDER AGE 16**

**USE OF THIS FORM**

The information collected on this form is used in conjunction with the DS-11, "Application for a U.S. Passport." When a minor under the age of 16 applies for a passport and one of the minor's parents or legal guardians is unavailable at the time the passport is executed, a completed and notarized DS-3053 can be used as the statement of consent. If the required statement is not submitted, the minor may not be eligible to receive a U.S. passport. The required statement may be submitted in other formats provided they meet statutory and regulatory requirements.

**FORM INSTRUCTIONS**

1. Complete fields 1, 2, and 3. If field 3 is not completed, authorization will be valid for both products.
2. Complete field 4, Statement of Consent, only if you are a non-applying parent or guardian consenting to the issuance of a passport for your minor child. NOTE: Your signature must be witnessed and notarized in field 5.
3. The written consent from the non-applying parent that accompanies an application for a new U.S. passport must not be more than 90 days old. A clear photocopy of the front and back of the non-applying parent's government-issued photo identification presented to the notary is required with the written consent.
4. Please submit this form with your minor child's new DS-11 passport application to any designated acceptance facility, U.S. Passport Agency, U.S. Embassy, or U.S. Consulate abroad.

**SPECIAL REQUIREMENTS FOR INSTITUTIONS/ENTITIES GRANTED GUARDIANSHIP**

Below is a list of documents **you must** submit with your DS-3053:

1. A **certified** order of a court of competent jurisdiction granting guardianship to the institution/entity. (Photocopies are not acceptable.)
2. A signed statement from the institution/entity **on letterhead** authorizing a specific person to apply for a passport for the child on its behalf. The statement must include the minor's name and the name of the individual(s) authorized to apply for the passport.
3. A photocopy of employee identification documents proving the person applying for the minor's passport works at the institution/entity.

Please ensure that all of the above **do NOT have any conditions** placed on the period of validity of the passport or where the minor may travel. If there are conditions in the statement, a new statement of unequivocal consent is required.

**WARNING: False statements made knowingly and willfully on passport applications, including affidavits or other supporting documents submitted therewith, may be punishable by fine and/or imprisonment under U.S. law, including the provisions of 18 U.S.C. 1001, 18 U.S.C. 1542, and/or 18 U.S.C. 1621.**

**FOR INFORMATION AND QUESTIONS**

For passport and travel information, please visit our website at [travel.state.gov](http://travel.state.gov). In addition, contact the National Passport Information Center (NPIC) toll-free at 1-877-487-2778 (TDD 1-888-874-7793) or by e-mail at [NPIC@state.gov](mailto:NPIC@state.gov). Customer Service Representatives are available Monday-Friday, 8:00 a.m. - 10:00 p.m. Eastern Standard Time (excluding federal holidays). Automated information is available 24/7.

For information on International Parental Child Abduction, please visit [www.travel.state.gov/childabduction](http://www.travel.state.gov/childabduction) or contact the Office of Children's Issues by telephone at 1-888-407-4747 or by e-mail at [PreventAbduction1@state.gov](mailto:PreventAbduction1@state.gov).

**PRIVACY ACT STATEMENT**

**AUTHORITIES:** We are authorized to collect this information by 22 U.S.C. 211a et seq.; 8 U.S.C. 1104; 26 U.S.C. 6039E; Executive Order 11295 (August 5, 1966); and 22 C.F.R. parts 50 and 51.

**PURPOSE:** The primary purpose for soliciting the information is to establish two parent consent for a minor's passport application, as required by Public Law 106-113, Section 236.

**ROUTINE USES:** This information may be disclosed to another domestic government agency, a private contractor, a foreign government agency, or to a private person or private employer in accordance with certain approved routine uses. These routine uses include, but are not limited to, law enforcement activities, employment verification, fraud prevention, border security, counterterrorism, litigation activities, and activities that meet the Secretary of State's responsibility to protect U.S. citizens and non-citizen nationals abroad. More information on the Routine Uses for the system can be found in System of Records Notices State-05, Overseas Citizen Services Records and State-26, Passport Records.

**DISCLOSURE:** Failure to provide the information requested on this form may result in the refusal or denial of a U.S. passport application.

**PAPERWORK REDUCTION ACT STATEMENT**

Public reporting burden for this collection of information is estimated to average 20 minutes per response, including the time required for searching existing data sources, gathering the necessary data, providing the information and/or documents required, and reviewing the final collection. You do not have to supply this information unless this collection displays a currently valid OMB control number. If you have comments on the accuracy of this burden estimate and/or recommendations for reducing it, please send them to: U.S. Department of State, Bureau of Consular Affairs, Passport Services, Office of Legal Affairs and Law Enforcement Liaison, Attn: Forms Officer 44132 Mercure Cir, P.O. Box 1227, Sterling, Virginia 20166-1227.



**U.S. Department of State  
STATEMENT OF CONSENT:  
ISSUANCE OF A U.S. PASSPORT TO A MINOR UNDER AGE 16**

OMB CONTROL NO. 1405-0129  
EXPIRATION DATE: 2-29-2020  
ESTIMATED BURDEN: 20 Minutes

Attention: Read WARNING and FORM INSTRUCTIONS on Page 1

**1. MINOR'S NAME**

Last	First	Middle
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**2. MINOR'S DATE OF BIRTH (mm/dd/yyyy) 3. THIS AUTHORIZATION IS VALID FOR:**

Passport Book and Card  Book Only  Card Only

**4. STATEMENT OF CONSENT** To be completed by the non-applying parent or guardian using his/her information when not present at the time the applying parent or guardian submits the minor's application. **Statements expire after 90 days.**

I, \_\_\_\_\_ authorize \_\_\_\_\_  
Print Name (non-applying parent/guardian) Print Name (person applying for minor's passport)

to apply for a United States passport for my minor child named on this application. My consent is unconditional in regards to passport validity and travel.

\_\_\_\_\_  
Street Address (non-applying parent) Apartment City State Zip Code

(\_\_\_\_\_) \_\_\_\_\_  
Area Code Telephone Number E-mail Address

**STOP! YOU MUST SIGN THIS FORM IN FRONT OF A NOTARY.**

**OATH:** I declare under penalty of perjury that all statements made in this supporting document are true and correct.

\_\_\_\_\_  
Signature of Non-Applying Parent or Guardian Date (mm/dd/yyyy)

**NOTE:** A clear photocopy of the front and back of the identification you presented to the notary is required with this form.

**5. STATEMENT OF CONSENT NOTARIZATION**

Name of Notary \_\_\_\_\_  
Print Name (Notary Public)

Location \_\_\_\_\_  
City, State

Commission Expires \_\_\_\_\_  
Date (mm/dd/yyyy)

**Identification Presented by Non-Applying Parent or Guardian:**  Driver's License  Passport  Military ID  Other (specify) \_\_\_\_\_

ID Number: \_\_\_\_\_ Place of Issue: \_\_\_\_\_

Issue Date (mm/dd/yyyy): \_\_\_\_\_ Expiration Date (mm/dd/yyyy): \_\_\_\_\_

**NOTARY  
SEAL**

**OATH:** By signing this document, I certify that I am a licensed notary under laws and regulations of the state or country for which I am performing my notarial duties, that I am not related to the above affiant, that I have personally witnessed him/her sign this document, and that I have properly verified the identity of the affiant by personally viewing the above notated identification document and the matching photocopy.

Signature of Notary \_\_\_\_\_ Date of Notarization \_\_\_\_\_  
Date (mm/dd/yyyy)



**U.S. Department of State**  
**STATEMENT OF EXIGENT/SPECIAL FAMILY CIRCUMSTANCES**  
**FOR ISSUANCE OF A U.S. PASSPORT TO A MINOR UNDER AGE 16**

**USE OF THIS FORM**

Passport applications for minors under the age of 16 require both custodial parents/legal guardians' signatures unless a notarized, written statement of consent from the non-applying custodial parent/legal guardian is provided.

**If you have a current court order reflecting full/sole custody or granting permission to obtain a passport, it is likely you will not need to fill out this form.** Court orders must be submitted with the minor's passport application.

**Use this form only if the notarized, written consent of a parent or legal guardian with custody of the minor applicant under 16 cannot be obtained.** Your statement in the form must explain the reason why you cannot obtain the notarized statement of consent. You must justify that there are exigent or special family circumstances that make two parent/guardian consent unobtainable. Please note completion of this form does not guarantee passport issuance.

Your request may qualify as a exigent circumstance if there is a time-sensitive emergency and the inability of the minor to obtain a passport would jeopardize the minor's health or welfare and safety or welfare of the minor or would result in the minor being separated from the rest of his or her traveling party.

Your request may qualify as a special family circumstance if the minor's family situation makes it exceptionally difficult or impossible for one or both of the minor's custodial parents/legal guardians to provide the notarized, written consent.

**FORM INSTRUCTIONS**

1. **Please complete the questions on this form to the best of your knowledge.** Generally, the more information you are able to provide, the faster we may be able to process your minor child's U.S. passport application. For example, if you are unsure of an exact address, please provide the city, state, or street name if you can recall them. Passport Services will consider all the information derived from the form in its entirety.

2. If you need more space to respond to a question, please write the rest of your response on a separate sheet of paper.

**FOR MORE INFORMATION AND/OR QUESTIONS**

For passport and travel information, please visit our website at [travel.state.gov](http://travel.state.gov). In addition, contact the National Passport Information Center (NPIC) toll-free at 1-877-487-2778 (TDD 1-888-874-7793) or by e-mail at [NPIC@state.gov](mailto:NPIC@state.gov). Customer Service Representatives are available Monday-Friday, 8:00a.m.-10:00p.m. Eastern Standard Time (excluding federal holidays). Automated information is available 24/7.

For information on International Parental Child Abduction, please visit [www.travel.state.gov/childabduction](http://www.travel.state.gov/childabduction) or contact the Office of Children's Issues by telephone at 1-888-407-4747 or by e-mail at [PreventAbduction1@state.gov](mailto:PreventAbduction1@state.gov).

**WARNING**

**False statements made knowingly and willfully on passport applications, including affidavits or other supporting documents submitted therewith, may be punishable by fine and/or imprisonment under U.S. law, including the provisions of 18 U.S.C. 1001, 18 U.S.C. 1542, and/or 18 U.S.C. 1621.**

**PRIVACY ACT STATEMENT**

**AUTHORITIES:** We are authorized to collect this information by 22 U.S.C. 211a et seq.; 8 U.S.C. 1104; 26 U.S.C. 6039E; Executive Order 11295 (August 5, 1966); and 22 C.F.R. parts 50 and 51.

**PURPOSE:** The primary purpose for soliciting this information is to establish a possible exigent/special family circumstance exception to Public Law 106-113, Section 236, requiring two parent consent for a minor's passport application.

**ROUTINE USES:** This information may be disclosed to another domestic government agency, a private contractor, a foreign government agency, or to a private person or private employer in accordance with certain approved routine uses. These routine uses include, but are not limited to, law enforcement activities, employment verification, fraud prevention, border security, counterterrorism, litigation activities, and activities that meet the Secretary of State's responsibility to protect U.S. citizens and non-citizen nationals abroad.

More information on the Routine Uses for the system can be found in System of Records Notices State-05, Overseas Citizen Services Records and State-26, Passport Records.

**DISCLOSURE:** Failure to provide the information requested on this form may result in the refusal or denial of a U.S. passport application.

**PAPERWORK REDUCTION ACT STATEMENT**

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including the time required for searching existing data sources, gathering the necessary data, providing the information and/or documents required, and reviewing the final collection. Responding to this collection of information is required to obtain a benefit. You do not have to supply this information unless this collection displays a currently valid OMB control number. If you have comments on the accuracy of this burden estimate and/or recommendations for reducing it, please send them to: U.S. Department of State, Bureau of Consular Affairs, Passport Services, Office of Legal Affairs and Law Enforcement Liaison, Attn: Forms Officer, 44132 Mercure Cir, P.O. Box 1227, Sterling, Virginia 20166-1227.



**U.S. Department of State**  
**STATEMENT OF EXIGENT/SPECIAL FAMILY CIRCUMSTANCES**  
**FOR ISSUANCE OF A U.S. PASSPORT TO A MINOR UNDER AGE 16**

OMB CONTROL NO.: 1405-0216  
 EXPIRATION DATE: 2-29-2020  
 ESTIMATED BURDEN: 30 Minutes

<b>1. Minor's Name</b> <i>(Last, First, Middle)</i>		<b>2. Minor's Date of Birth</b> <i>(mm/dd/yyyy)</i>	
<b>3. Applying Parent/Guardian's Name</b> <i>(Last, First, Middle)</i>			
<b>4. Non-Applying Parent/Guardian's Information</b>			
Last Name		First & Middle Name	
Date of Birth <i>(mm/dd/yyyy)</i>	Other Names They May Have Used		
Street		Apartment No.	
City	State	ZIP Code	Country
Telephone Number: ( _____ ) _____		E-mail Address: _____	
<b>5. Has any court, either in the United States or abroad, ever issued an order/decreed that references the custody or travel of the minor child in question? (Examples include a divorce decree, custody order, protection order, stay away order, restraining order, etc.)</b> <input type="checkbox"/> Yes <input type="checkbox"/> No			
<i>If yes, you <b>must</b> submit a complete, signed, and dated copy of the most recent order(s)/decree(s) with this form.</i>			
<b>6. Is the non-applying parent/guardian currently incarcerated?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No			
<i>If yes, submit evidence of incarceration with this form, such as a letter from the convicting criminal court, a copy of the incarceration court order, or a copy of the on-line inmate locator page.</i>			
<b>7. Describe your attempts to contact the Non-Applying Parent.</b> <i>(If you need more space, continue on a separate paper.)</i>			
<b>By Mail</b>	Number of times: _____	Approximate Dates: _____	Result: _____
<b>Phone</b>	Number of times: _____	Approximate Dates: _____	Result: _____
<b>E-mail</b>	Number of times: _____	Approximate Dates: _____	Result: _____
<b>Social Media</b>	Number of times: _____	Approximate Dates: _____	Result: _____
<b>Other</b>	Have you attempted to contact through a friend or relative? If so, please fill out the information below.		
Name: _____	How they know the non-applying parent: _____		_____
<small><i>Ex: John Smith</i></small>			<small><i>Ex: Works with Non-Applying Parent</i></small>
Address: _____	<small><i>Street</i></small>	<small><i>City</i></small>	<small><i>State or Country</i></small>
Phone: _____	Approximate Dates: _____		Result: _____
Name: _____	How they know the non-applying parent: _____		_____
<small><i>Ex: John Smith</i></small>			<small><i>Ex: Works with Non-Applying Parent</i></small>
Address: _____	<small><i>Street</i></small>	<small><i>City</i></small>	<small><i>State or Country</i></small>
Phone: _____	Approximate Dates: _____		Result: _____
<b>8. Please explain in detail the reason for your request to issue a U.S. passport book and/or card without the non-applying parent/guardian's consent.</b> <i>(If you need more space, please continue on a separate paper.)</i>			
<b>OATH: I declare under penalty of perjury that all statements made in this supporting document are true and correct.</b>			
<b>Signature of Parent or Legal Guardian:</b>		<b>Date</b> <i>(mm/dd/yyyy):</i>	