

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 Email: vipinfo@vippassports.com



NOTICE

Effective Monday, September 28 2020, the U.S. Department of State Passport Services has authorized our Company to resume submitting expedited DS-82 passport renewal applications via their secured lock box. After the application has been processed and the passport has been issued, the passport will be shipped by the U.S. Department of State to the mailing address listed on the application form via Express Mail for 1 to 2 day delivery.

Please make note that this procedure is only available for adult passport renewal applications using the DS-82. 1st time applications, Lost or stolen applications and applications for minors can not be submitted via the dedicated lock box at this time.

Please see next page for the 2 different level of processing times offered at this time.

THANK YOU,

VIP PASSPORT SERVICES, INC.

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 Email: vipinfo@vippassports.com



If you would like for VIP to arrange for your adult passport to be renewed please send the documents listed below and check the line for the level of service requested and we will get started:

- Original DS-82 application form which you can fill out at travel.state.gov (see the 4th page for the link)
- Original passport
- Original passport photo taken within the last 6 months
- VIP Authorization letter (See page 5)
- Work order request form (see attached)

_____ Routine service fee for the **10 to 12 week processing** is \$244.91

_____ Expedited service fee for the **4 to 6 week processing** is \$304.96

If you are also requesting a passport card then please add \$30.00 to the fees listed above.

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 Email: vipinfo@vippassports.com



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~~ ~~9-15 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 & COMPANY 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

VIP PASSPORT SERVICES, INC.

2012 Louisiana Street
Houston, Texas 77002

Website: www.vippassports.com Email: info@vippassports.com



REQUIREMENTS TO EXPEDITE THE RENEWAL OF A U.S. PASSPORT

PLEASE FOLLOW THESE INSTRUCTIONS IF:

YOUR PASSPORT WAS ISSUED LESS THAN FIFTEEN (15) YEARS AGO AND YOU WERE OVER THE AGE OF SIXTEEN (16) WHEN IT WAS ISSUED, YOUR CURRENT PASSPORT HAS NO AVAILABLE VISA PAGES, OR YOU WANT TO CHANGE YOUR NAME IN YOUR PASSPORT AFTER ONE YEAR OF ISSUANCE:

- 1.) **CLICK HERE** TO COMPLETE THE GOVERNMENT PASSPORT RENEWAL APPLICATION (DS-82) ONLINE. **FAILURE TO DO SO WILL CAUSE DELAYS. AN EXPEDITED REQUEST MUST HAVE AN "ONLINE" APPLICATION; HANDWRITTEN APPLICATIONS ARE NOT ACCEPTED BY THE DEPARTMENT OF STATE. DO NOT PRINT ANY DOCUMENT DOUBLE-SIDED.**
- 2.) **ONE COLOR PASSPORT TYPE PHOTOGRAPH – NO GLASSES** (2X2). THE HEAD IS MEASURED FROM THE BOTTOM OF CHIN TO THE TOP OF THE HEAD (*INCLUDING HAIR*) AND SHOULD BE BETWEEN 1 INCH AND 1 3/8 INCHES. PHOTOS MUST BE TAKEN WITHIN THE LAST SIX MONTHS AND HAVE AN OFF-WHITE BACKGROUND. BE SURE THAT BOTH EARS CAN BE SEEN. GLASSES ARE NOT PERMITTED. **CLICK HERE FOR MORE GUIDANCE ON PHOTO SPECIFICATIONS.**
- 3.) **CURRENT PASSPORT** THAT HAS LESS THAN TWO (2) YEARS OF REMAINING VALIDITY OR AN EXPIRED PASSPORT THAT WAS ISSUED LESS THAN FIFTEEN (15) YEARS AGO.
- 4.) **DEPARTMENT OF STATE FEE: MADE PAYABLE TO THE U.S. DEPARTMENT OF STATE**
 - \$170.00 PASSPORT BOOK
 - \$ 30.00 PASSPORT CARD
- 5.) **PROOF OF DEPARTURE** – SUBMIT ONE OF THE FOLLOWING:
 - A CONFIRMED ITINERARY
 - A COPY OF YOUR AIRLINE TICKETS
 - AN ORIGINAL COMPANY LETTER OF EXPEDITE
- 6.) **LETTER(S) OF AUTHORIZATION** ALLOWING VIP SERVICES AND EXECUTIVE PASSPORT & VISA SERVICE, PASSPORT EXPRESS, PASSPORT PHOTOS TO GO AND PASSPORT PLUS VISAS (OUR PARTNER COMPANIES) TO DISCUSS THE STATUS OF YOUR APPLICATION AND COLLECT THE PASSPORT ON YOUR BEHALF. THE PASSPORT AGENCY HAS A LIMIT ON THE AMOUNT OF PASSPORT APPLICATIONS THAT CAN BE SUBMITTED ON DAILY BASIS. PLEASE FILL OUT ALL AUTHORIZATION LETTERS, SO THAT WE CAN BETTER SERVE YOU.
- 7.) **ORIGINAL DOCUMENT FOR LEGAL NAME CHANGE** IF DIFFERENT IN CURRENT PASSPORT.
 - ORIGINAL OR CERTIFIED COPY OF MARRIAGE CERTIFICATE
 - ORIGINAL OR CERTIFIED COPY OF DIVORCE DECREE OR
 - ANY OTHER ORIGINAL OR CERTIFIED DOCUMENT TO SHOW THE LEGAL NAME CHANGE.

SPECIAL NOTE: 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.

REVISED 10-2-2018 JENN

Specializing in Visas, Passports, Document Legalization and Translations

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

Email: vipinfo@vippassports.com



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)