

# 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			
<b>PASSPORT SERVICES PROCESS SPEED</b>		<input type="checkbox"/> 4 TO 7 BUSINESS DAY'S	
BILLING INFORMATION <input type="checkbox"/> (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 <input type="checkbox"/> (CHECK BOX TO WAIVE SIGNATURE)			
CONTACT NAME			
ADDRESS (STREET, CITY, STATE, ZIP)			
PHONE NUMBER			
CELL NUMBER			
EMAIL			
METHOD OF PAYMENT			
<input type="checkbox"/> CREDIT CARD	CARD NUMBER	EXP. DATE	CVV CODE
SIGNATURE OF CARD HOLDER		AUTH. AMOUNT \$_____	
<input type="checkbox"/> MONEY ORDER	<input type="checkbox"/> CASHIER'S CHECK	<input type="checkbox"/> COMPANY CHECK	

**DON'T FORGET**  
**PLEASE EMAIL YOUR DOCUMENTS TO OUR OFFICE FOR RESERVATION**

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

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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 (S) YOU HAVE REQUESTED:

- \$395.00.....4-7 BUSINESS DAYS – RESERVATION REQUIRED**

### ADDITIONAL SERVICES FEES:

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

### FEES PER PERSON

STATE DEPARTMENT EXPEDITING FEE:	SEALED
STATE DEPARTMENT BOOK FEE:	SEALED
VIP SERVICES FEE:	
ADDITIONAL VIP SERVICES FEE:	
MONEY ORDER FEE:	N/A
RETURN SHIPPING FEE:	
TOTAL: (NO PERSONAL CHECKS)	

### RETURN SHIPPING FEES

(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 9-14-2021 EL

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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)
  - \$157.56 PAYABLE TO THE "US DEPARTMENT OF STATE" PLUS A \$35.00 EXECUTION FEE.
  - AN ADDITIONAL \$15.00, ALSO MADE PAYABLE TO THE US 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.) \$157.56 OR \$172.26 PAYMENT (PAYABLE TO THE "US 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.

*Specializing in Visas, Passports, Document Legalization and Translations*



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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)



# STATEMENT OF CONSENT: ISSUANCE OF A U.S. PASSPORT TO A CHILD

Please Print Legibly Using Black Ink Only. If you make an error, complete a new form. Do not correct.

### USE OF THIS FORM

This form is used when one or both legal parents and/or legal guardians cannot apply in person with the child for that child's passport. The legal parent/legal guardian who cannot apply with the child can give consent using this form or a written statement that includes all of the information on this form. This form or the written statement must be notarized. If the required consent is not submitted, the child may not be eligible for a U.S. passport.

- **For children under the age of 16:** **Both** legal parents/legal guardians must apply for the passport with the child or the legal parent/legal guardian that cannot apply with the child must complete and notarize this form to be submitted with the application.
- **For children 16 or 17 years old:** The Department may request the consent of one legal parent/legal guardian to the issuance of a passport to an applicant who is 16 or 17 years of age. In many cases, the passport authorizing officer may be able to ascertain parental awareness of the application by virtue of the parent's presence when the minor submits the application or a signed note from the parent or proof the parent is paying the application fees. However, the passport authorizing officer retains discretion to request the legal parent's/legal guardian's notarized statement of consent to issuance (e.g., on Form DS-3053).

### IMPORTANT

- If #3 on page two is not completed, consent will be valid for both passport book and card.
- Statements of consent expire 90 days after the date of notarization.
- You must submit a photocopy of the front and back of the identification you presented to the notary.
- You must sign the statement of consent in front of a notary.
- The date of the notary's signature must be the same as the date of your signature.
- This form can also be used to authorize a third party to apply for a child's passport on behalf of the legal parents/legal guardians who cannot apply in person.

### INSTITUTIONS/ENTITIES GRANTED GUARDIANSHIP

You must submit all of the following with this form:

1. A certified court order 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 the child's behalf.  
The statement must include the child'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 child's passport works at the institution/entity.

Please ensure that none of the above documents has any conditions placed on the period of validity of the passport or where the child may travel. If there are conditions in the statement, a new statement of 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 [travel.state.gov](http://travel.state.gov). In addition, contact the National Passport Information Center (NPIC) toll-free at 1-877-487-2778 (TDD/TTY 1-888-874-7793) or by email at [NPIC@state.gov](mailto:NPIC@state.gov). For information on International Parental Child Abduction, please visit [travel.state.gov/childabduction](http://travel.state.gov/childabduction) or contact the Office of Children's Issues by telephone at 1-888-407-4747 or by email 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 applicants under the age of 16 or one-parent consent, when requested by the Department, for applicants age 16 or 17, consistent with 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-26, Passport Records, and State-05, Overseas Citizen Services Records and Other Overseas 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 Program Management and Operational Support, Attn: Forms Officer, 44132 Mercure Cir, PO Box 1199, Sterling, Virginia 20166-1199.



### STATEMENT OF CONSENT: ISSUANCE OF A U.S. PASSPORT TO A CHILD

Please Print Legibly Using Black Ink Only. If you make an error, complete a new form. Do not correct.

**1. CHILD'S NAME (As it appears on form DS-11, Application for a U.S. Passport)**

<b>Last</b>		<b>First</b>		<b>Middle</b>	
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**2. CHILD'S DATE OF BIRTH (mm/dd/yyyy)**

**3. THIS CONSENT IS VALID FOR A:**

Passport Book and Card    Book Only    Card Only

**4a. IS CHILD UNDER 16 YEARS OLD?**

Yes    No

**4b. IF YES, PRINT NAME OF ADULT APPLYING WITH CHILD**

**5. STATEMENT OF CONSENT** To be completed by the legal parent/legal guardian who cannot apply with the child. The legal parent/legal guardian who cannot apply with the child must complete the information below. This statement expires 90 days after the date of notarization.

I, \_\_\_\_\_, give my consent to the issuance of a United States passport to the minor child  
 Print Name of Legal Parent/Legal Guardian  
 (who cannot apply in person with the child)  
 named on this application. My consent is unconditional with regards to passport validity and travel.

Street Address \_\_\_\_\_ Apt# \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

(\_\_\_\_\_) \_\_\_\_\_  
 Area Code Telephone Number Email Address

**STOP! YOU MUST SIGN AND DATE BELOW 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 Legal Parental/Legal Guardian (who cannot apply in person with the child) \_\_\_\_\_ Date (mm/dd/yyyy) \_\_\_\_\_

**IMPORTANT:** You must submit a clear photocopy of the front and back of the identification you presented to the notary. The date you sign the form must be the same date that the notary signs the form.

**6. FOR COMPLETION BY NOTARY**

On the date specified above and below, the affiant listed above, who is not related to me, personally appeared before me and is known to me to be the person whose name is subscribed to and acknowledged that he/she executed the same for the uses and purposes therein contained. I have properly verified the identity of the affiant by personally viewing the below notated identification document and matching photocopy.

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

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

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

Identification Presented by Legal Parent/Legal Guardian: (who cannot apply in person with the child)  Driver's License    Passport    Military ID    Other (specify)

Legal Parent/Legal Guardian ID Number: \_\_\_\_\_ Place of Issue: \_\_\_\_\_

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

Signature of Notary \_\_\_\_\_ Date of Notarization: \_\_\_\_\_

NOTARY SEAL



**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>	