

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 Tuesday, September 7th 2021, the U.S. Department of State

Passport Services has authorized our Company to resume submitting

expedited applications in person.

Please make note that this procedure is only for applicants departing in less than 14 days (Not needing a visa) or within 4 weeks (Needing a visa).

The passport office is asking that the applications must have been signed within 5 days of when the application will be submitted.

Please complete the paperwork and then email the information back our way so we can proof the information and add their name to the submit list. We will need to receive all the supporting documents before noon on the day before we are to submit the application, or the application will need to be submitted on a later date.

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

THANK YOU,

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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:

<https://pptform.state.gov/?Submit2=Complete+Online+%26+Print>

- Original passport book
- Original passport card – if applicable
- Original passport photo taken within the last 6 months
- Authorization letters (See Below)
- Work order request form (See Below)

_____ Expedited service for the 4 to 6 **week processing** is \$366.42 – no reservation required, or

If you have checked the Expedited service that will take 5-7 weeks. 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 a 1 to 2 day delivery.

_____ Expedited service for the **4 to 7 business day processing** is \$609.32 (plus return delivery cost) –
Reservation required

***All fees listed above will include the Government fees for a US Passport Book. If you are also requesting a passport card then please add \$30.00 to the fees listed above.*

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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 | | <input type="checkbox"/> | 4 - 7 BUSINESS DAY'S |
| PROCESS SPEED (SELECT ONE) | | <input type="checkbox"/> | 4 - 6 WEEK'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

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

SPECIAL INSTRUCITONS: _____

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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"**
 - \$208.32 PASSPORT BOOK ONLY
 - \$238.32 PASSPORT BOOK & 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, EXECUTIVE PASSPORT & VISA SERVICE, PASSPORT EXPRESS, JUST PASSPORTS, AND PASSPORT PHOTOS TO GO (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

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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)



EXECUTIVE PASSPORT & VISA SERVICE
30118 DAVIS STREET
SUITE "A"
MAGNOLIA, TEXAS 77355
713-659-0009

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30102 Scotty Street
Magnolia, TX 77355
(210) 402-0813
(832) 200-2944 – Fax

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Just Passports

600 West 9th Street, Suite B

Austin, TX 78701

512-263-7578 or 877-771-RUSH (7874)

www.justpassports.com

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I R TRAVEL CONSULTANTS

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EXAMPLE OF COMPANY LETTER OF EXPEDITE

DO NOT ATTENTION THIS LETTER TO VIP SERVICES

PLEASE FOLLOW THIS FORMAT ON AN ORIGINAL COMPANY LETTERHEAD

DATE: _____

DEAR PASSPORT REPRESENTATIVE

MR./MRS. (NAME) IS ONE OF OUR EMPLOYEES WHO IS ENGAGED AS A(N)
(POSITION) FOR (COMPANY NAME).

MR. /MRS. (NAME) HAS AN URGENT INTERNATIONAL DEPARTURE TO
(DESTINATION) FOR THE PURPOSE OF (PURPOSE OF TRIP).

HE/SHE WILL BE DEPARTING THE U.S.A. ON (DATE). MR./MRS. (NAME) 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.

VERY TRULY YOURS,

(SUPERVISOR'S TITLE AND 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. IF YOU ARE
REQUESTING SAME DAY SERVICE, WE RECOMMEND THAT YOU ALSO SEND A
COPY OF YOUR TRAVEL ITINERARY.*