

Passport Re-Application Instructions

Please review all 3 steps before you begin your application.

Step 1 - Gather Your Documents

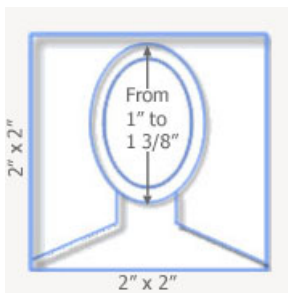
You will need the following documents to begin the process of getting your new passport:

- ❑ **Your current US passport book - submit the original.** Your passport must have been issued **less than one year ago**, and one of the following situations must apply:
 - Your name has legally changed since your passport was issued, or
 - Information was printed incorrectly in your passport, or
 - Your passport was issued with a limited validity (one year or less) because it was issued by a US Embassy abroad, or other special circumstance.



Your passport will be marked cancelled and will be returned with your new passport.

- ❑ **US Passport Form DS-5504, "Name Change, Data Correction, and Limited Passport Replacement"** - the application must be completed online and printed; **see Step 2 for details.**
- ❑ **Two NEW passport-style color photographs.**



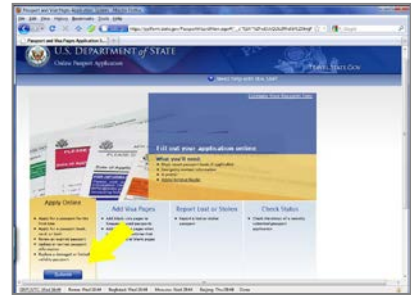
- Two identical photos on high-quality photo paper with a white background, taken within the last six months.
 - Must be 2"x2" with face measuring 1" to 1 3/8" from top of head to chin.
 - Photos must be clearly different from photos in any previous passports.
 - No uniforms, sunglasses or hats are allowed, except for religious headgear. You must include a signed letter explaining that the item is worn daily for religious reasons.
- ❑ **Letters of Authorization, completed and signed.** The Letters of Authorization (LOA) allows G3 to represent you to all agencies involved in issuing your passport. Please print and sign **all LOAs** attached. The signature on all the LOAs must be original, no faxes, scans or copies will be accepted.
 - ❑ **Proof of Departure -** Your proof of departure can be either:
 - Your flight itinerary or copy of airline tickets. Itineraries printed from online travel sites are acceptable.
 - A letter from your company (on company letterhead) stating that a passport is required for business travel. This letter must be signed by a representative of the company other than the applicant and must specify the applicant's departure date(s) and destination(s).

If you do not have any proof of departure, your request can be processed using 10 business day service.

- ❑ **Proof of name change, if applicable.** If your name has legally changed since your last passport was issued, you must also submit **both** of the following documents:
 - The original document or certified copy of your Marriage Certificate, Divorce Decree or Court Order for Name Change.
 - A photocopy of the front and back of your driver's license showing your new name.
- ❑ **Proof that identifying information was printed incorrectly, if applicable.** Provide both the original document and a certified copy of document showing the correct information, such as a birth certificate or expired passport.
- ❑ **Letter from the US Embassy, if your limited validity passport was issued overseas.** Provide the letter from the US Embassy that issued your passport. This letter will specify the required documents and fees for you to be issued a full validity passport.

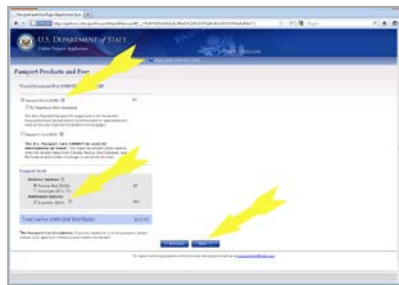
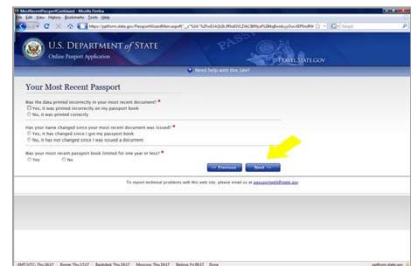
Step 2 - Complete Your Passport Application

Your Passport Form DS-5504 must be created online at <https://pptform2.state.gov/>. Click the fraud notice button and hit "Submit." On the next page select "Apply Online" to begin. You will complete a questionnaire that will create a barcoded application for you to print out at the end of the process.



On the screen labeled "Travel Plans," put in the information about your trip. The trip date and destination should match the trip information listed on your Letters of Authorization.

After inputting the details of your current passport, you will be asked why you are submitting your passport for reapplication. Select the appropriate option (incorrect data, name change or limited validity) and answer the subsequent questions.

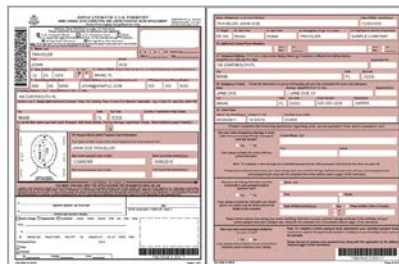
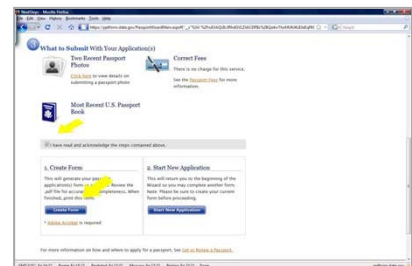


On the "Passport Products and Fees" screen at the end of the process, select the following options:

- Passport Book
- Priority Mail Delivery
- Expedite (\$60)

These government fees are **not paid online**. The fees will be included in your payment to G3.

After reviewing your information, you will go to the final screen. Scroll down to the bottom of the page and click the box that says "I have read and acknowledge the steps and information listed above," then click the "Create Form" button. Your completed application will pop up for you to open as a PDF document.



Your completed application will be six pages long. You only need to print the last two pages, which are the actual application (pages 5 and 6). **Sign your application, preferably in blue ink.** Need help with the application? Screen-by-screen instructions for filling out the online passport application are available at <http://www.g3visas.com/v2/Passport3.html>, or select G3's Concierge Level Service to have a G3 passport expert fill out the online application for you.

Step 3 - Send Your Documents to G3

Your package to G3 should contain the following documents:

- Your current **passport**
- Completed and signed **Passport Form DS-5504**
- Completed **G3 Passport Order Form**
- Two passport-style **photos**
- Completed and signed **Letters of Authorization** (all four LOAs)
- Proof of Departure**
- Proof of Name Change**, if applicable
- Proof of Correct Identifying Information**, if applicable
- Letter from the US Embassy**, if applicable

Use **Federal Express Overnight** or **UPS Next Day Air delivery service** to send G3 your passport request. Make sure to keep a record of your tracking number.



Please Note: If you need your passport to be processed in **less than 2 business days**, you must use **Emergency Processing**. Contact G3 for Emergency Processing instructions.



Send your documents to a G3 Office:

G3 Washington, DC

Attention: Passport Department
3300 North Fairfax Drive, Suite 220
Arlington, VA 22201

Email: DCPassportAssociates@g3visas.com
Phone: 703.276.8472
Toll Free: 888.883.8472

G3 Chicago, IL

Attention: Passport Department
11 E. Adams, Suite 1605
Chicago, IL 60603

Email: Chicago@g3visas.com
Phone: 312.704.8472
Toll Free: 800.830.8472

G3 Houston, TX

Attention: Passport Department
2425 West Loop South, Suite 200
Houston, TX 77027

Email: Houston@g3visas.com
Phone: 713.574.1731
Toll Free: 866.945.8472

G3 Miami, FL

Attention: Passport Department
80 S.W. 8TH Street, Suite 2250
Miami, FL 33130

Email: Miami@g3visas.com
Phone: 305.285.9255
Toll Free: 800.644.1642

Letter of Authorization

U.S. Passport Office
Washington Passport Agency
Washington, DC

U.S. Passport Office
Chicago Passport Agency
Chicago, IL

U.S. Passport Office
Houston Passport Agency
Houston, TX

U.S. Passport Office
Miami Passport Agency
Miami, FL

Date: _____

To Whom It May Concern:

I, _____, hereby authorize a representative of G3 Visas & Passports to submit my passport application, discuss its status and retrieve it upon completion.

I intend to depart the United States on _____.

My date of birth is _____.

I am traveling to _____ and visas are required _____, or are not required _____ for my upcoming trip. (Place a check mark)

Under the Provision of the Privacy Act of 1974 (Public Law 93-579)
No information may be released from U.S. Government files without the prior written consent of the individual in question. Consequently, an employee of the U.S. Passport Agency cannot discuss the details of your passport application with the courier service without your permission.

Thank you for your assistance with my application.



Original Signature of Applicant

G3 Visas & Passports US Offices

Washington, DC Office
3300 N. Fairfax Drive
Suite 220
Arlington, VA 22201
Tel: 703.276.8472
Fax: 703.524.3374
info@g3visas.com

Chicago, IL Office
11 East Adams
Suite 1605
Chicago, IL 60603
Tel: 312.704.8472
Fax: 312.704.8150
chicago@g3visas.com

Houston, TX Office
2425 West Loop South
Suite 200
Houston, TX 77027
Tel: 713.574.1731
Fax: 866.611.6960
houston@g3visas.com

Miami, FL Office
80 SW 8th Street
Suite 2250
Miami, FL 33130
Tel: 305.285.9255
Fax: 305.859.8007
miami@g3visas.com

Letter of Authorization

U.S. Passport Office
Washington Passport Agency
Washington, DC

U.S. Passport Office
Chicago Passport Agency
Chicago, IL

U.S. Passport Office
Houston Passport Agency
Houston, TX

U.S. Passport Office
Miami Passport Agency
Miami, FL

Date: _____

To Whom It May Concern:

I, _____, hereby authorize a representative of G3 Visas & Passports to submit my passport application, discuss its status and retrieve it upon completion.

I intend to depart the United States on _____.

My date of birth is _____.

I am traveling to _____ and visas are required _____, or are not required _____ for my upcoming trip. (Place a check mark)

Under the Provision of the Privacy Act of 1974 (Public Law 93-579)
No information may be released from U.S. Government files without the prior written consent of the individual in question. Consequently, an employee of the U.S. Passport Agency cannot discuss the details of your passport application with the courier service without your permission.

Thank you for your assistance with my application.



Original Signature of Applicant

G3 Visas & Passports US Offices

Washington, DC Office
3300 N. Fairfax Drive
Suite 220
Arlington, VA 22201
Tel: 703.276.8472
Fax: 703.524.3374
info@g3visas.com

Chicago, IL Office
11 East Adams
Suite 1605
Chicago, IL 60603
Tel: 312.704.8472
Fax: 312.704.8150
chicago@g3visas.com

Houston, TX Office
2425 West Loop South
Suite 200
Houston, TX 77027
Tel: 713.574.1731
Fax: 866.611.6960
houston@g3visas.com

Miami, FL Office
80 SW 8th Street
Suite 2250
Miami, FL 33130
Tel: 305.285.9255
Fax: 305.859.8007
miami@g3visas.com

Letter of Authorization

U.S. Passport Office
Washington Passport Agency
Washington, DC

U.S. Passport Office
Houston Passport Agency
Houston, TX

U.S. Passport Office
Philadelphia Passport Agency
Philadelphia, PA

Date: _____

To Whom It May Concern:

I, _____, hereby authorize a representative of Global Passports & Visas, Inc. to submit my passport application, discuss its status and retrieve it upon completion.

I intend to depart the United States on _____.

My date of birth is _____.

I am traveling to _____ and visas are required _____, or are not required _____ for my upcoming trip. (Place a check mark)

Under the Provision of the Privacy Act of 1974 (Public Law 93-579)
No information may be released from U.S. Government files without the prior written consent of the individual in question. Consequently, an employee of the U.S. Passport Agency cannot discuss the details of your passport application with the courier service without your permission.

Thank you for your assistance with my application.



Original Signature of Applicant

Global Passports & Visas, Inc. US Offices

Washington, DC Office
3300 N. Fairfax Drive
Suite 220
Arlington, VA 22201
Tel: 703.276.8472
Fax: 703.524.3374

Houston, TX Office
2425 West Loop South
Suite 200
Houston, TX 77027
Tel: 713.574.1731
Fax: 866.611.6960

Letter of Authorization

U.S. Passport Office
Washington Passport Agency
Washington, DC

U.S. Passport Office
Houston Passport Agency
Houston, TX

U.S. Passport Office
Philadelphia Passport Agency
Philadelphia, PA

Date: _____

To Whom It May Concern:

I, _____, hereby authorize a representative of Global Passports & Visas, Inc. to submit my passport application, discuss its status and retrieve it upon completion.

I intend to depart the United States on _____.

My date of birth is _____.

I am traveling to _____ and visas are required _____, or are not required _____ for my upcoming trip. (Place a check mark)

Under the Provision of the Privacy Act of 1974 (Public Law 93-579)
No information may be released from U.S. Government files without the prior written consent of the individual in question. Consequently, an employee of the U.S. Passport Agency cannot discuss the details of your passport application with the courier service without your permission.

Thank you for your assistance with my application.



Original Signature of Applicant

Global Passports & Visas, Inc. US Offices

Washington, DC Office
3300 N. Fairfax Drive
Suite 220
Arlington, VA 22201
Tel: 703.276.8472
Fax: 703.524.3374

Houston, TX Office
2425 West Loop South
Suite 200
Houston, TX 77027
Tel: 713.574.1731
Fax: 866.611.6960