



U.S. PASSPORT RENEWAL STEP-BY-STEP GUIDE

Thank you for considering **Travel Visa Pro** for your **U.S. Passport Renewal**. You are about to make an excellent choice since our agency specializes in expediting U.S. passports and is located **5 minutes walk away** from U.S. Passport Agency.

The category "Passport Renewal" applies to you, only if:

- you already have U.S. passport that is not damaged **AND**
- your passport was issued within the last 15 years **AND**
- you were over 16 at the time it was issued **AND**
- you have not changed your legal name **OR**
- you have changed your legal name and you can prove it (e.g. Marriage Certificate, Court of Order).

ALL PROCESSING TIMES ARE GIVEN IN BUSINESS DAYS

(5 BUSINESS DAYS PER WEEK MAX OR FEWER IF THERE ARE ANY HOLIDAYS)

Service Type	Processing Time*	Travel Date must be less than from today's date:	Travel Visa Pro Fee	U.S. Department of State Fee
EMERGENCY	Next-Day	1 week away**	\$170	+\$170 for Passport Book OR +\$200 for Passport Book and Passport Card
URGENT	2-3 Business Days	1 week away**	\$90	
RUSH	1 week	2 weeks away**	\$60	
ECONOMY	Up to 2-3 weeks	n/a	\$30	

*- U.S. Department of State is closed on weekends. Processing time excludes weekends and federal holidays.

**- Please do not order faster processing if your travel date is further away from the one's specified above. For example, if today is Monday and you leave on Friday, you are eligible to order either Emergency or Urgent passport. However, if you travel the following Monday or later, you are eligible only for Rush or Economy service. If you need visa and passport, please do not hesitate to call (713)-936-0773; we will advise on processing time.



STEP A: GATHER Paperwork for US Passport Renewal Application:

- **Your Most Recent Passport:** If the passport is still valid, make sure that it is in the last year of its validity, and if it has already expired then make sure that the expiration date is within the past five (5) years.
- **U.S. Passport Renewal Form (#DS-82):** Fax or photocopies are not acceptable. [Complete Online - Form DS-82 \(click here - https://pptform.state.gov/\)](https://pptform.state.gov/) - Department of State website will open in a new window. After completing and printing out the application form in duplicate please print TWO (2) COPIES. Please put PHYSICAL address as your home and permanent address (DO NOT PUT P.O. BOX). If you put P.O. BOX, your application will be rejected and delayed.

- **Two (2) Identical Passport Photographs:** To process your application, you are required to provide TWO identical passport-style photographs. We recommend visiting professional photographer.
- **Two (2) Copies of Evidence of Immediate Travel:** Copy of round trip ticket/itinerary indicating travel to a foreign country. If you do not have one, or are driving to Mexico/Canada, or need passport for any other personal matter, please write a letter addressed to **US DEPT OF STATE**, explaining the reason for expediting your passport issuance. The letter should indicate travel estimate date of travel and should be signed by the applicant.
- **Two (2) Original, Signed Letter of Authorizations:** Please print and complete two copies of this document. *Photocopies not accepted.* It can be found on **Page #3** of your instruction guidebook.
- **Government Fees:** Please write a check payable to "U.S. Department of State" for **\$170** (Passport book only) or **\$200** (Passport book and Passport card). You should write your date of birth on the MEMO line of the check. Personal checks are acceptable.
- **Travel Visa Pro Fee/Order Form:** Please complete Travel Visa Pro order form on **Page #5** of your instruction guidebook if you have not paid online.



STEP B: MAIL Your Paperwork to Travel Visa Pro:

For faster service and more dependable we recommend using FedEx. Please make sure that the following documents are included:



Your Passport Renewal Checklist

1. Your Original Most Recent Passport:
2. U.S. Passport Renewal Form (#DS-82):
3. Two (2) Identical Passport Photographs:
4. Two (2) Copies of Evidence of Immediate Travel:
5. Two (2) Original, Signed Letter of Authorizations:
6. Government Fees by check: **\$170** (Passport book only) or **\$200** (Passport book and Passport card) payable to "U.S. Department of State")
7. Passport Visa Pro Order Form/ Fees
8. Original Marriage Certificate/Court Order (if your name has changed)

Please ship your paperwork to*:

Travel Visa Pro
3401 Louisiana Street, Suite #130
Houston, TX 77002
1-713-936-0773

*- **IMPORTANT SHIPPING ADVICE:** If we receive your documents before **8:30AM MST**, we will submit your paperwork to Passport Agency same morning. Otherwise, we will submit them the following day. Please use **FIRST AM FEDEX Overnight service (no signature required)** if you wish us to submit your application same morning. This service has a commitment time of 8:30AM.



General Instructions:

- Each applicant must supply a separate Letter of Authorization
- Original signature(s) are required
- All fields are required

Special Instructions for Children under 16 years of age:

If you are a parent or a legal guardian completing documentation on behalf of a minor you must sign the Letter of Authorization as follows:

- 1)** Write child's full name in " I _____ authorize" section;
- 2)** Fill the rest of the fields using Child's information (e.g. Date of Birth, Social Security Number);
- 3)** On the signature line, please sign yourself and write the words "Mother", "Father", or "Legal Guardian" next to the signature(s).

Toll-Free: 1-866-378-1722

3401 Louisiana St, Ste 130
Houston, TX 77002
Local: (713) 936 0773
Email: houston@travelvisapro.com



Attention US Passport Services:

I _____ authorize any representative of **Travel Visa Pro** to submit the application for a US passport on my behalf and to retrieve the passport and to discuss all matters pertaining to the issuance of my passport including any problems with my application with the representatives of the Passport Agency or the Department of State.

(Required fields in bold)

Applicant's Signature _____ **Today's Date** _____

Applicant's Date of Birth _____ **Social Security#** _____

Date of Departure from the USA _____



Call us for assistance – **Toll-free: (866) 378-1722**

Local: (713) 936 0773 Fax: (866) 511-7599

3401 Louisiana St, Ste 130 Houston, TX 77002

Email: houston@travelvisapro.com

TRAVELER(S) INFORMATION:

REFERRED BY: _____

Date of your international trip: ____ / ____ / ____
mm dd yyyy

Traveler #1 Name: _____
First Last

Traveler #3 Name: _____
First Last

Traveler #2 Name: _____
First Last

Traveler #4 Name: _____
First Last

RETURN DOCUMENTS TO THIS ADDRESS:

Contact Name: _____ Company: _____

Address: _____ City: _____ State: _____ Zip: _____
NO P.O. BOXES

E-mail: _____ Signature Required for Delivery? YES NO

Phone: _(____)_____ Cell: _(____)_____ Fax: _(____)_____

- Shipping Method :**
- | | | | |
|--------------------------|-------------------------------------|--------------------------|---|
| <input type="checkbox"/> | + \$0 (will include my own postage) | <input type="checkbox"/> | + \$39 FedEx Standard Overnight
to states of HI, AK, or PR |
| <input type="checkbox"/> | + \$15 FedEx Express Saver | <input type="checkbox"/> | + \$39 SATURDAY FedEx Overnight |
| <input type="checkbox"/> | + \$20 FedEx Standard Overnight | <input type="checkbox"/> | + from \$39 for International FedEx |
| <input type="checkbox"/> | + \$25 FedEx Priority Overnight | | |

GOVERNMENT SERVICE: Select the type of service you request by placing check mark in the appropriate box

- | | |
|--|--|
| <input type="checkbox"/> New 1 st Time Passport | <input type="checkbox"/> 2 nd U.S. Passport |
| <input type="checkbox"/> Passport Renewal | <input type="checkbox"/> Passport for Child |
| <input type="checkbox"/> Lost/Damaged Passport | <input type="checkbox"/> Lost/Damaged Passport for Child |
| <input type="checkbox"/> Add Pages | <input type="checkbox"/> Name Change |

SERVICES REQUESTED: Select the type of service you request by placing check mark in the appropriate box

- | | |
|---|--|
| <input type="checkbox"/> + \$170 EMERGENCY (Next-Day) | <input type="checkbox"/> + \$60 RUSH (1 week) |
| <input type="checkbox"/> + \$90 URGENT (2-3 Days) | <input type="checkbox"/> + \$30 BUDGET (up to 2 weeks) |

+PLEASE ADD FREE PASSPORT REPLACEMENT COVERAGE FOR \$9.99. By checking this box, I agree to enroll into passport replacement program. I authorize Travel Visa Pro to add \$9.99 charge per person to other fees paid. I have read and understood all terms and conditions of the program which are posted at <http://www.travelvisapro.com/index.php?travel.do.index>.

PAYMENT METHOD FOR APPLICABLE FEES: please add all fees and enter total HERE: \$ _____

PAID BY Credit Card Money Order PayPal Check #: _____

I hereby authorize Travel Visa Pro to charge the cost of its professional visa and passport services to the following card. I agree to pay this amount to my credit card company and agree to terms and conditions. I understand that requirements, fees, and processing times are subject to change without prior notice and all fees are non-refundable. An administrative fee of \$17 will be added to canceled orders.

Name on Card: _____ Signature: _____

Credit Card #: _____ Expiration Date: ____ / ____ Security Code: _____
mm yyyy

Billing Address: Same as Shipping Other: _____