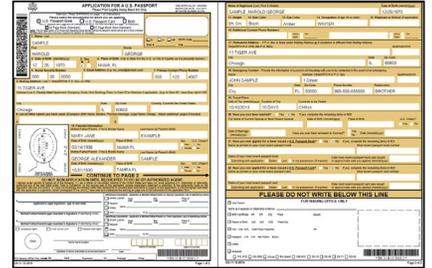


ALL TRAVELERS must include the following documents in your package to G3:

- Original proof of US citizenship.** Submit the original document, and make one photocopy.
 - Birth certificate issued by a US city, county, or state - an original or certified “long form” certificate from the Office of Vital Statistics showing both parents names, with a raised seal. Hospital-issued birth certificates are not acceptable. You can acquire a certified birth certificate from the Office of Vital Statistics in your child’s state of birth or at <http://vitalchek.com>.
 - Consular Report of Birth Abroad or Certification of Birth issued by a US Consulate overseas.
 - Original Alien Resident Card and parents’ original, signed US Naturalization Certificates.

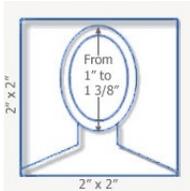
The original proof of citizenship will be returned with the new passport.

- US Passport Application Form DS-11.** The application must be created online at <https://pptform.state.gov> (see Page 6). Print two copies of the DS-11 form. Do not sign the form until instructed to do so at the Passport Acceptance Facility.



- Previous US Passport, if applicable.** If your child has previously been issued a US passport, submit the most recent passport book. It will be marked cancelled and returned with the new passport.

- One NEW passport-style color photograph.**



- Photo must be on high-quality photo paper with a white background, taken within the last 6 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 previously issued passports.
- You must have a neutral expression; do not smile widely or grimace.
- No glasses, uniforms, 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 Letter of Authorization (LOA) allows G3 to represent the applicant to all agencies involved in issuing the passport. All LOAs attached must be printed and signed by a parent. The signatures on all the LOAs must be original pen-to-paper signatures in blue or black ink. No faxes, scans or copies will be accepted.

- Proof of known or anticipated travel plans within one month,** such as a copy of airline reservations showing your name.

- A photocopy of the front and back of both parents’ valid state-issued driver’s license or current US passport.** The photocopies must be on 8.5"x11" paper, on only one side of the paper; you may use multiple sheets of paper if necessary. If the name on the parent’s ID does not match the child’s birth certificate, submit the original name change document (i.e. marriage certificate or court order). If you hold out-of-state identification, please contact G3 for instructions.

- US Government Fees,** payable by check or money order.
 - Execution fee of \$35, payable to the Acceptance Facility (USPS or Clerk of Court).
 - Passport application fee of \$140 (for passport book only) or \$155 (for book and card), payable to “Department of State.”

- Form DS-3053, “Statement of Consent,” if applicable.** This form is not required if both parents accompany the applicant to the Passport Acceptance Facility (see page 2.) If one parent is absent, he must sign Form DS-3053 in front of a Notary Public.

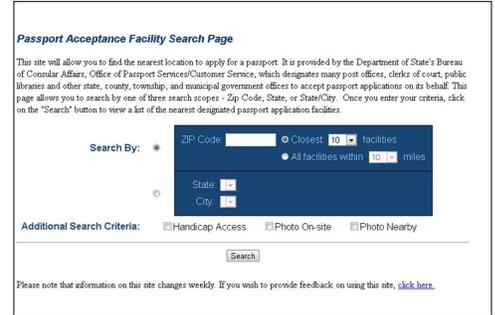
The applicant and both parents will need to appear in person at a Passport Acceptance Facility to have their identity verified and documents reviewed by an Acceptance Agent. To find the most convenient Passport Acceptance Facility, visit <http://iafdb.travel.state.gov/>. See page 2 for instructions.



PASSPORT ACCEPTANCE FACILITY MINOR PASSPORT

Application Form DS-11, the minor applicant and both parents will need to appear in person at a Passport Acceptance Facility to have their identity verified and documents reviewed by a Passport Acceptance Agent. The Agent will execute a sealed envelope, sealing the application and other documents into an envelope that can only be opened by US Passport Agency personnel. The G3 Order Form should not be sealed into the envelope.

Passport Acceptance Facilities can be found at some US Post Offices and Clerk of the Court offices. To find a convenient facility, visit <http://iafdb.travel.state.gov/>. Most Passport Acceptance Facilities require appointments.



The minor applicant and his/her parents or legal guardians must appear in person at the Passport Acceptance Facility. If one parent/legal guardian is unable to accompany the minor to the facility, the non-appearing parent must complete Form DS-3053 (attached) and sign it in front of a Notary Public. The notarized Form DS-3053 must be presented to the Passport Acceptance Agent. The appearing parent(s) must present primary identification such as a valid driver's license or a current US passport, as well as a photocopy of the document presented. The photocopies will be sealed into the executed envelope.

The Government Fees for the new passport will be paid by check or money order when you visit the Passport Acceptance Facility. Please note that starter checks are not accepted. The fees are:

- Execution fee of \$35, payable to the Acceptance Facility (USPS or Clerk of Court). This fee is not sealed inside the envelope.
- Passport application fee of \$140 (for passport book only) or \$155 (for passport book and card), payable to "Department of State." This fee will be collected by the agent and sealed inside the envelope.

The Government Fee for return shipping of the passport is not required and must not be included in the sealed envelope, as G3 will pick up your completed passport at the US Passport Agency.

Inform the Passport Acceptance Agent that a passport expediting service (G3) will be hand carrying the application into the Passport Agency. Do not let the Passport Acceptance Agent mail in the sealed envelope to the general passport processing center.

Send your sealed envelope to G3 right away. Your sealed envelope must be submitted to the Passport Agency within 5 business days of execution or you will be required to re-execute the sealed envelope. G3 is not able to open the sealed envelope; it can be opened only by Passport Agency personnel.

Your Sealed Envelope Will Contain:	Send These Materials to G3 Via FedEx or UPS Along With Your Sealed Envelope:
<input type="checkbox"/> Your ORIGINAL proof of US citizenship	<input type="checkbox"/> A PHOTOCOPY of your proof of US citizenship
<input type="checkbox"/> One SIGNED Passport Application Form DS-11	<input type="checkbox"/> The UNSIGNED Passport Application Form DS-11
<input type="checkbox"/> One Letter of Authorization with original signatures	<input type="checkbox"/> One Letter of Authorization with original signatures
<input type="checkbox"/> Copy of travel plans	<input type="checkbox"/> Copy of travel plans
<input type="checkbox"/> Photocopies of parents' driver's licenses or ID cards	<input type="checkbox"/> Photocopies of parents' driver's licenses/ID cards
<input type="checkbox"/> The passport photo	<input type="checkbox"/> The completed G3 Order Form (Page 5)
<input type="checkbox"/> Previously issued US passport , if applicable	<input type="checkbox"/> G3 Service and Return Delivery Fees (see Page 4)
<input type="checkbox"/> Notarized DS-3053, if applicable	
<input type="checkbox"/> Passport application fee (\$140 or \$155) payable by check or money order to "Department of State"	



Enhanced Services

G3 offers a range of optional Enhanced Services, available as individual add-ons or as a bundle:

Document Pre-Check: Email ConciergeDesk@g3visas.com for a thorough review of your documents within one business day, before you send them to one of our Operations Centers.	\$59.00
Application Creation: Our experts will readily create your visa or passport application ensuring it meets the requirements of the consulate or agency, saving you valuable preparation time. Your application will be emailed to you within three business days, in PDF format for you to print and sign with a pen-to-paper signature.	\$150.00
Application Correction: G3 will correct any errors on your visa application within one business day, and email it to you for you to print, sign, and send in to our office.	\$55.00
Business Letter Creation: G3 will compose the necessary business letters for your passport application, and will email them to you within two business days to print on letterhead and sign.	\$50.00
Inbound FedEx Airbill: G3 will generate a FedEx Standard Overnight air bill for you to efficiently send your documents to our office.	\$35.00
Return Delivery Confirmation: Your G3 associate will track your package and follow up with you to confirm via phone or email to confirm you have received it.	\$15.00
Complete Concierge Service: Opt for our bundled Concierge Service and receive every Enhanced Service listed above, and the ultimate in white glove customer care.	\$225.00

PASSPORT SERVICE NOTES

- If you require your passport be issued in less than 2 business days, contact G3 to request Emergency Processing; 888.883.8472 or email Passports@g3visas.com.
- Applicants are required to provide their Social Security Number. If your child has not yet been issued a SSN, contact G3 for instructions.
- Parents/legal guardians must provide Evidence of Relationship such as a certified US birth certificate with both parents' names, adoption decree with adopting parents' names, or a court order establishing custody or guardianship. If one parent is deceased, a certified death certificate should be provided in addition. Previous US passports are not acceptable as evidence of relationship.
- In all cases, applicants must provide known or anticipated travel plans. This can include a copy of an airline reservation or a letter signed by the applicant's parents explaining the need for the passport due to upcoming travel plans.
- If you select a passport book and a passport card when creating your DS-11 passport application form, the passport card may be issued separately and will be mailed directly to the applicant. Please note: passport cards can be used to enter the United States from Canada, Mexico, the Caribbean, and Bermuda at land border crossings or sea ports-of-entry. The passport card cannot be used for international travel by air. Passport cards may also be used as official identification for domestic air travel for children too young to hold driver's licenses.

PROCESSING NOTES

- Send all required documents and the completed Passport Order Form to G3 using a service with tracking such as FedEx or UPS.
- Due to submissions deadlines set by agencies, documents received by G3 are hand-carried to the appropriate processing facility on the next business day.
- Business days are Mondays through Fridays and do not include US Federal Holidays or other incidental processing restrictions set by agencies.
- It is not possible to change passport processing speed once the request has been submitted to the US Passport Agency. Please ensure you select a processing speed that meets your needs.
- Credit card payments are subject to a 5% credit card convenience fee unless the physical card is presented in person.
- Passport services are rendered at the discretion of the US Department of State. G3 acts on the behalf of the client, and takes no responsibility for the services rendered by Travel Agents, Government Agencies, Consulates or Embassies in connection with issuance of visas and passports. G3 takes no responsibility for delays or loss of passports as may occur through above services or by any delivery service. Damage compensation is not available.
- By submitting this form, I agree to G3 Global Services' Terms of Use, Privacy, Cancellation, Payment, and Shipping Policies. For more information follow this link: www.g3visas.com/Policies.html.



Applicable Fees

US Government Fees for Passport Processing			
Minor Passport (Book Only)	<input type="checkbox"/> \$140.00 (Paid at Passport Acceptance Facility)		
Minor Passport (Book and Card)	<input type="checkbox"/> \$155.00 (Paid at Passport Acceptance Facility)		
<i>An additional \$35 Execution Fee will be paid at the Passport Acceptance Facility (see Page 2).</i>			
G3 Service Fees			
Service Type	Mission Critical 3 Business Days	Priority 7 Business Days	Expedited 12 Business Days
Minor Passport	<input type="checkbox"/> \$275.00	<input type="checkbox"/> \$195.00	<input type="checkbox"/> \$110.00
Return Delivery Fees			
<input type="checkbox"/> FedEx Standard Overnight Delivery Next Business Day by 3PM	\$35.00	<input type="checkbox"/> FedEx First Overnight* Delivery Next Business Day by 8:30AM	\$85.00
<input type="checkbox"/> FedEx Priority Overnight Delivery Next Business Day by 10:30AM	\$45.00	<input type="checkbox"/> FedEx Saturday Delivery* Delivery by 3PM	\$55.00
<input type="checkbox"/> Same Day Delivery* Delivery by FedEx or Commercial Airline	Please Call	<input type="checkbox"/> FedEx International Delivery* including Puerto Rico Delivery Times Vary by Location	Please Call
<input type="checkbox"/> FedEx or UPS Account Number Provided <input type="text"/>	\$5.00	<input type="checkbox"/> FedEx or UPS Return Airbill Included <input type="text"/>	No Charge
<i>*These services may not be available for all delivery locations.</i>			

Passport Protection Plan <input type="checkbox"/> \$40.00 Extra
If your passport is lost, stolen, or damaged, G3 will replace it without charging our standard service fee. G3's Passport Protection Plan includes the following benefits:
Application Creation: Our experts will create your paperwork for you to ensure that it meets the requirements of the passport agency, allowing you to avoid delays and additional stress.
Expedited Passport Processing: Your new passport will be issued at our expedited processing speed. If desired, you may upgrade to a faster service by paying the price difference at the time of claim.
Personal Attention: Upon receipt of your materials, we will hand-carry your documents to the passport agency, then pick up your completed passport and review it for accuracy.
Long-Term Validity: Your Passport Protection Plan is in force until the day your passport expires.
International Support: If your passport is lost, stolen, or damaged while you are outside of the US, G3 will create your passport applications and provide you with scans of your lost passport so you can have your passport issued in person at the nearest US Embassy or Consulate.
G3's Industry-Leading Standard of Service: Our experienced staff will provide personal communication and in-depth knowledge to ease your mind and resolve your concerns.

Passport Protection Plan does not cover US Government Fees, shipping fees, or replacement of valid visas. Questions? Contact Passports@g3visas.com.

Send Completed Order Form and All Required Documents To:
G3 Global Services, Attn: Passport Department, 919 18th Street NW, Suite 230, Washington, DC 20006
 888.883.8472 Toll Free | WashingtonDC@g3visas.com
www.g3visas.com



G3 Global Services
 919 18th Street NW, Suite 230
 Washington, DC 20006
 888.883.8472
 www.g3visas.com

TOUR GROUPS MINOR PASSPORT

Your invoice will be sent to your contact email. Check here if you require a hard copy included with your return delivery.

Payment Information

Payment Via Check #: Check payable to G3 Global Services

Payment Via Credit Card:

Visa/MasterCard: - - -

Exp. Date: ___ / ___ Security Code:

OR

American Express: - -

Exp. Date: ___ / ___ Security Code:

Name as it appears on the card:

Billing Address:

City: State Zip:

Signature: _____

Payment Via Approved Billing Terms

G3 Customer Number, Billing, P.O., Project or Reference Code#:

Enhanced Services Requested:

- Document Pre-Check, \$59.00
- Application Creation, \$150.00
- Application Correction, \$55.00
- Business Letter Creation, \$50.00
- Inbound FedEx Airbill, \$35.00
- Return Delivery Confirmation, \$15.00

or bundle all services above with our

Complete Concierge Service, \$225.00

Total Fees from Applicable Fees Page

Please include Applicable Fees page with your request.

	FEE	# Travelers	TOTAL
Enhanced Service Fee	<input type="text"/>	X <input type="text"/>	= <input type="text"/>
US Government Fee	PAID AT ACCEPTANCE FACILITY		
G3 Service Fee	<input type="text"/>	X <input type="text"/>	= <input type="text"/>
Passport Protection Plan	<input type="text"/>	X <input type="text"/>	= <input type="text"/>
		Return Delivery Fee	<input type="text"/>
		Subtotal	<input type="text"/>
	Add 5% for credit card convenience fee		<input type="text"/>
	Total Payment Enclosed		<input type="text"/>

Traveler Information

Traveler 1 Name:	Date of Birth:
Traveler 2 Name:	Date of Birth:

Passport Service

Service: Passport Replacement (Book Only) Passport Replacement (Book and Card) Processing Speed: Mission Critical Priority Expedited

Travel Details

Date of US Departure:	I must have my passport no later than:
Name of Tour Company:	Tour Destination Country:
Notes:	

Contact Information Who should G3 contact about this request?

Name:	Company:
Contact Email (required):	
Daytime Phone:	Mobile Phone:

Return Delivery Address This must be a physical address for FedEx delivery; no P.O. Boxes.

Name:	Company:
Street Address:	
City:	State: <input type="text"/> Zip Code: <input type="text"/>
Daytime Phone:	Mobile Phone:

ASSOCIATE NAME:

DATE RECEIVED BY G3:

ORDER NUMBER:

OF TRAVELERS:

FOR OFFICE USE ONLY

OrderForm



ONLINE APPLICATION GUIDE MINOR PASSPORT

Your Passport Application Form DS-11 must be created online at <https://pptform.state.gov/> and printed. Handwritten applications are not accepted.

To begin, click the fraud notice button then click "Submit." On the next page, select "Apply Online." If you encounter error messages, you may wish to utilize a different web browser.

You will complete a multi-page questionnaire that will create an application with a 2D barcode required for expedited services. All passport requests submitted by G3 are considered expedited by the US Department of State. Applications that are incorrectly completed or not barcoded will be subject to a \$55 application correction fee.



On the second page of the online questionnaire, you will be asked "Where should your passport be mailed?" Fill in your permanent home address. G3 will retrieve your passport in person from the US Passport Agency and will return it via Federal Express to the delivery address listed on your G3 Passport Order Form.

On the screen labeled "Travel Plans," fill in the information about your trip. The trip date and destination should match the trip information listed on your proof of intended travel. If you have more than one international departure, list the details of your first trip.

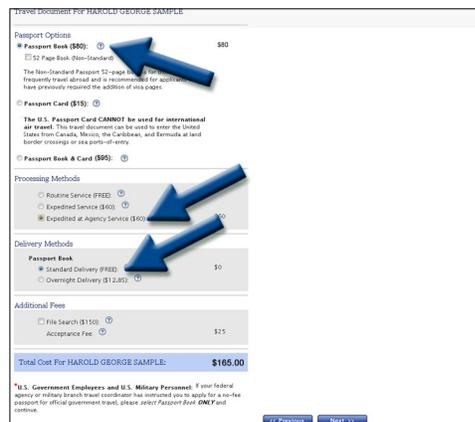


On the "Passport Products and Fees" screen, select the following options:

- Passport Book (\$80)
- Expedited at Agency Service (\$60)
- Standard Delivery

These government fees are not paid online. The fees will be paid by check or money order at the Passport Acceptance Facility and will be sealed into the envelope (see page 2).

Do not select "File Search (\$150)" -- this option is only for applicants who cannot submit any proof of citizenship.





ONLINE APPLICATION GUIDE MINOR PASSPORT

You will have a chance to review your information before your application is completed.

On the final page of the online questionnaire, scroll to the bottom of the page and click the box that says "I have read and acknowledge the steps and information contained above" and then click the "Create Form" button. Your passport application will open in another window as a PDF form for you to print. You may also save a copy of your completed application onto your computer.



Your completed application will contain six pages. Print two copies of the last two pages (pages 5 and 6). These pages must be printed single-sided, double-sided applications are not accepted by the US Department of State. Do not sign the applications. You will sign one copy of the application when you visit the Passport Acceptance Facility (see page 2).

If you would like to have one of G3's passport experts fill out the online application for you, Enhanced Services are available (see page 3). Please email ConciergeDesk@g3visas.com to initiate your passport service.

Letter of Authorization

Please carefully read the information below before completing this 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 a 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 pick up 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 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 agency 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: **G3 Visas and Passports**

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)

Letter of Authorization

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(Area Code-XXX-XXXX) (MM/DD/YYYY)

Courier Company Name: **G3 Visas and Passports**

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)



U.S. Department of State

STATEMENT OF CONSENT:

ISSUANCE OF A U.S. PASSPORT TO A MINOR UNDER AGE 16

USE OF THIS FORM

The information collected on this form is used in conjunction with the DS-11, "Application for a U.S. Passport". When a minor under age of 16 applies for a passport and one of the minor's parent or legal guardians is unavailable at the time the passport is executed, a completed and notarized DS-3053 can be used as the statement of consent. If the required statement is not submitted, the minor may not be eligible to receive a U.S. passport. The required statement may be submitted in other formats provided they meet statutory and regulatory requirements.

FORM INSTRUCTIONS

1. Complete items 1 and 2.
2. Complete item 3, Statement of Consent, only if you are a non-applying parent or guardian consenting to the issuance of a passport for your minor child. NOTE: Your signature must be witnessed and notarized in item 4.
3. The written consent from the non-applying parent that accompanies an application for a new U.S. passport must not be more than 90 days old. A clear photocopy of the front and back of the non-applying parent's government-issued photo identification is required with the written consent.
4. Please submit this form with your minor child's new DS-11 passport application to any designated acceptance facility, U.S. Passport Agency, U.S. Embassy, or U.S. Consulate abroad.

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, QUESTIONS, AND INQUIRIES

For passport and travel information, please visit our website at 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. Customer Service Representatives are available Monday-Friday, 8:00 a.m. - 10:00 p.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 or contact the Office of Children's Issues by telephone at 1-888-407-4747 or by e-mail at PreventAbduction@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 a minor's passport application, as required by 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-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 20 minutes per response, including the time required for searching existing data sources, gathering the necessary data, providing the information and/or documentation 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, 2201 C Street NW, Washington, D.C. 20520.



U.S. Department of State

OMB CONTROL NO. 1405-0129
OMB EXPIRATION DATE: 08-31-2016
ESTIMATED BURDEN: 20 Minutes

STATEMENT OF CONSENT:
ISSUANCE OF A U.S. PASSPORT TO A MINOR UNDER AGE 16
Attention: Read WARNING and FORM INSTRUCTIONS on page 1

1. MINOR'S NAME

Last First Middle

2. MINOR'S DATE OF BIRTH (mm/dd/yyyy)

3. STATEMENT OF CONSENT To be completed by the non-applying parent or guardian using his/her information when not present at the time the applying parent or guardian submits the minor's application. Statements expire after 90 days.

I, _____, give my consent to the issuance of a United States passport to my minor child named on this application.

Street Address (non-applying parent) Apartment City State Zip Code

() Area Code Telephone Number E-mail Address

STOP! YOU MUST SIGN THIS FORM 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 Non-Applying Parent or Guardian Date (mm/dd/yyyy)

NOTE: A clear photocopy of the front and back of the identification you presented to the notary is required with this form.

4. STATEMENT OF CONSENT NOTARIZATION

Name of Notary Print Name (Notary Public)

Location City, State

Commission Expires Date (mm/dd/yyyy)

NOTARY SEAL

Identification Presented by Non-Applying Parent or Guardian: Driver's License Passport Military ID Other (specify)

ID Number: Place of Issue:

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

OATH: By signing this document, I certify that I am a licensed notary under laws and regulations of the state or country for which I am performing my notarial duties, that I am not related to the above affiant, that I have personally witnessed him/her sign this document, and that I have properly verified the identity of the affiant by personally viewing the above notated identification document and the matching photocopy.

Signature of Notary Date of Notarization Date (mm/dd/yyyy)