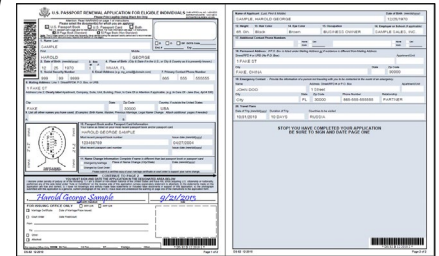


## ALL TRAVELERS must include the following documents in your package to G3:

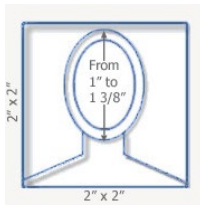
- Your current primary (10 year) US passport book.** Submit the original.
  - Your primary passport must be valid and signed.
  - If your 10 year passport will expire in less than a year, you will need to renew the passport.
  - If you are renewing your second valid passport and you prefer not to send your primary (10 year) passport, select the **Enhanced Second Valid Renewal** service (\$175 extra) and include a photocopy of your primary passport. (See page 2.)
- Your expired or expiring second valid (limited validity) passport, if applicable.**
  - If you previously have been issued a second valid passport, you must include this passport book for submission to US Department of State. If you have been issued a second valid passport on more than one occasion, include the second valid passport issued most recently.
  - If you previously have been issued a second valid passport and this passport is no longer in your possession because it was lost or destroyed, contact G3 for additional instructions at [Passports@g3visas.com](mailto:Passports@g3visas.com) or 800.830.8472.

*Your valid primary passport (and prior second valid passport, if applicable) will be returned with your new passport.*

- US Passport Form DS-82.** The application must be created online at <https://pptform.state.gov> then printed and signed with a pen-to-paper signature in blue or black ink. The signature must match the signature in your current passport. Do not sign your application until you are ready to send it to G3, as it must be submitted within 5 days after it is signed. See Page 5 for details.



- 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 you to all agencies involved in issuing your passport. Please print and sign all LOAs attached. The signature on all the LOAs must be an original pen-to-paper signature in blue or black ink, and must match the signature on your current passport and your application form. No faxes, scans or copies will be accepted.

- Second Valid Letter of Request**, signed by the applicant with an original pen-to-paper signature. A sample is attached. The Letter of Request must describe specific trips that demonstrate one of two reasons for a second valid passport:
  - Trips arriving and departing in close proximity, making it difficult to acquire the visas needed for the second trip.
  - Primary passport contains Israel markings and future travel includes visits to Middle East countries that may deny entry, or future travel includes visits to Israel and then visits to Middle Eastern countries that may deny entry. Countries that may deny entry to US citizens with passports containing Israel markings include Algeria, Iran, Iraq, Lebanon, Libya, Pakistan, Saudi Arabia, Sudan, Syria, and Yemen. This list is subject to change by the US Department of State.

- Proof of known or anticipated travel plans.**

- Copy of airline reservations showing applicant's name and all trips described in the second valid letter of request,
- Copy of crewmember trip sheet showing all trips described in the second valid letter of request, or
- A business letter (on company letterhead) stating that a passport is required for travel. This letter must signed by a representative of the company other than the applicant with an original pen-to-paper signature and must specify the applicant's departure dates and destinations. A sample is attached.



### Enhanced Services

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

<b>Document Pre-Check:</b> Email <a href="mailto:ConciergeDesk@g3visas.com">ConciergeDesk@g3visas.com</a> for a thorough review of your documents within one business day, before you send them to one of our Operations Centers.	\$59.00
<b>Application Creation:</b> 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
<b>Application Correction:</b> 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
<b>Business Letter Creation:</b> 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
<b>Inbound FedEx Airbill:</b> G3 will generate a FedEx Standard Overnight air bill for you to efficiently send your documents to our office.	\$35.00
<b>Return Delivery Confirmation:</b> 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
<b>Complete Concierge Service: Opt for our bundled Concierge Service and receive every Enhanced Service listed above, and the ultimate in white glove customer care.</b>	<b>\$225.00</b>

### PASSPORT SERVICE NOTES

- These instructions are for processing in Washington, DC only. If you would like to process your request through a different G3 Operations Center, contact [Passports@g3visas.com](mailto:Passports@g3visas.com) for the appropriate instructions.
- If you require your passport be issued in less than 2 business days, contact G3 to request Emergency Processing; 202.600.4257 or email [ConciergeDesk@g3visas.com](mailto:ConciergeDesk@g3visas.com).
- Second valid passports are issued at the discretion of the US Department of State and are issued with a maximum four-year validity.
- Passport cards are not available with second valid passport requests.

### 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](http://www.g3visas.com/Policies.html).



US Government Fees for Passport Processing			
Second Valid Passport (Book Only)		<input type="checkbox"/> \$170.00	
G3 Service Fees			
Service Type	Mission Critical 3 Business Days	Priority 7 Business Days	Expedited 12 Business Days
Second Valid Passport	<input type="checkbox"/> \$275.00	<input type="checkbox"/> \$195.00	<input type="checkbox"/> \$110.00
Second Valid Passport Renewal Without Primary Passport	<i>If you do not want to submit your primary (10 year) passport when renewing your second valid passport, please add one of these Enhanced Service options:</i> <input type="checkbox"/> Enhanced Second Valid Renewal, \$175.00 <input type="checkbox"/> Complete Concierge Service, \$225.00		

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
<b>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:</b>
<b>Application Creation:</b> 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.
<b>Expedited Passport Processing:</b> 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.
<b>Personal Attention:</b> 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.
<b>Long-Term Validity:</b> Your Passport Protection Plan is in force until the day your passport expires.
<b>International Support:</b> 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.
<b>G3's Industry-Leading Standard of Service:</b> 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](mailto: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](mailto:WashingtonDC@g3visas.com)

[www.g3visas.com](http://www.g3visas.com)

Applicable Fees



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

# TOUR GROUPS SECOND VALID 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: \_\_\_\_\_

## 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	<input type="text"/>	X <input type="text"/>	= <input type="text"/>
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:  Second Valid Passport (Book Only) 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:	Zip Code:
Daytime Phone:	Mobile Phone:	

ASSOCIATE NAME:

DATE RECEIVED BY G3:

ORDER NUMBER:

# OF TRAVELERS:

FOR OFFICE USE ONLY

OrderForm



# ONLINE APPLICATION GUIDE SECOND VALID PASSPORT

Your Passport Renewal Form DS-82 must be created online at <https://pptform.state.gov/>, printed and signed. **Handwritten applications are not accepted.** To begin, click the fraud notice button then click “Submit.” On the next page select “Apply Online.” The following page will say “DS-11: Application for New Passport,” but the site will produce your DS-82.

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 “Your Most Recent Passport” screen:

- If you have never had a second valid passport, fill in the details of your valid primary (10 year) passport.
- If you are renewing your second valid passport, fill in the details of your current second valid passport.

When you are asked “Was your most recent passport limited for two years or less,” select “No.”





# ONLINE APPLICATION GUIDE SECOND VALID PASSPORT

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

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

- Passport Book (\$110)
- Expedited at Agency Service (\$60)
- Standard Delivery

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

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 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. Sign your application on the signature line in blue or black ink and fill in the date that you have signed your application. Passport applications must be submitted to the US Passport Agency within 5 days of the date the application is signed.

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 2). Please email [ConciergeDesk@g3visas.com](mailto: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)

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

Courier Company Name: \_\_\_\_\_

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(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)



## Sample Second Valid Passport Request Letter - Middle East Travel

\*\*\*\*\*Please print your business letter on company stationery.\*\*\*\*\*

September 21, 2019

US Passport Agency  
US Department of State

To Whom it May Concern:

I am scheduled to travel to Iran from November 1 to November 10, 2019. A visa is required for this trip. However, my valid US passport contains Israel entry stamps, and can not be used for the Iran visa or for entry to Iran. *[Please note that specifics of a trip to Iran, Iraq, Kuwait, Lebanon, Libya, Pakistan, Saudi Arabia, Sudan, Syria or Yemen are required.]*

Please issue me a second valid passport, so I may use this for my upcoming travel to Iran. I understand that the passport will only be valid for a limited period. If you have any questions, please feel free to call me at 555-555-1234 *(insert your phone number)*.

Should either my original 10 year passport or my limited validity (second valid) passport be lost or stolen, I will report the circumstances immediately to the Passport Agency in Washington, DC, or, if abroad, to the nearest US Embassy or Consulate.

Thank you for your assistance with this matter.

Sincerely,

*Lucinda Albright*

Lucinda Albright

*(The letter must have an original ink signature of the applicant.)*

Sample Letter