



THE PASSPORT &
VISA COMPANY

FAST, SECURE & PROFESSIONAL
PASSPORT & VISA DOCUMENTS

United States Passport - Additional Visa Pages

Ship or Bring in the Following:

Check List: The letters in the check list correspond to the detailed requirements on the following pages.

- A) ☐ Complete & Print the DS-4053 Passport Application Form
- B) ☐ Complete (2) Original Letter of Authorization Forms
- C) ☐ Valid US Passport
- D) ☐ Proof of Travel
- E) ☐ Government Fees
- F) ☐ Complete The Passport & Visa Company Order Form & Payment
- G) ☐ Quality Check Complete by TPAVC Staff
- H) ☐ Ship Fed-Ex Overnight

Service Options				
Business Days	10-14	6-9	2-5	24 Hour*
TPAVC Processing Fee	\$75.00	\$100.00	\$200.00	\$300.00
Government Fee	\$142.00	\$142.00	\$142.00	\$142.00
Total Fee	\$217.00	\$242.00	\$342.00	\$442.00
*Important: For 24-Hour RUSH Service package MUST be shipped Fed-Ex FIRST 8:30 a.m. delivery. Must contact Agent for reservation of 24-Hour service, 888.551.0019				
<i>A shipping fee of \$25 applies for non-signature or \$30 for required signature. Shipping fee may vary by location.</i>				

Please Note:

- 1) *This is a check list, please reference detailed requirements or contact TPAVC for clarification.*
- 2) *US Passports are valid for 10 years, you may still need additional documents to travel to certain countries.*
- 3) *Passport issuance is at the discretion of the United States Department of State.*
- 4) *State Department and processing fees are subject to change without notice.*

TPAVC Shipping Address:

4005 Banister Lane - Three Park Place, Suite 195C, Austin, TX 78704
Hours: Monday through Friday 9:00 a.m. - 5:00 p.m.
E-mail Address: info@tpavc.com

Contact TPAVC for Assistance:

United States 888.551.0019
Direct: 512.469.5909
Fax: 512.469.5951



PASSPORT

Requirements for U.S. Passport - Additional Pages

Please complete the U.S. State Department's DS-4053 form when needing to add additional visa pages to your current passport. We highly recommend adding additional visa pages to your passport when:

- ✓ (3) or less pages are remaining in your passport and your passport is more than one year away from the expiration date.



IMPORTANT:

- The last three pages in your passport are **NOT** visa pages. These are endorsement pages use by the passport agency to make amendments to your passport. Visas and entry/exit stamps should not be affixed or stamped on the endorsement pages.
- When applying for a travel visa many countries require that your passport have two blank visa pages that are adjacent to each other.
- You may apply for additional visa pages twice and maybe three times (at the passport agency's discretion) in the passport's lifespan. It is recommended to apply for a passport renewal once visa pages have been added to your passport after the second time.
- TPAVC does recommend for frequent travelers apply for 48 additional visa pages versus the standard 24 page at no additional cost.

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DOCUMENT

A) U.S. Department of State Online Application Form

- 1) Please complete the U.S. State Department DS-4053 application form <https://pptform.state.gov/> Be advised that the DS-4053 application must be completed online and printed for submission. Applications can be completed in one of our local offices.
- 2) Hand written forms are **NOT** accepted.
- 3) Sign and date your application in black ink.



DOCUMENT

B) Letter of Authorization Forms - (LOA)

- 1) **Two (2) ORIGINAL** Signed LOA must be submitted.
- 2) The Letters of Authorization enables The Passport & Visa Company to hand carry your expedited passport application and certified documents into the US Department of State on your behalf. The LOA's authorize our agents to be notified and address any potential problems that may arise during the passport expediting process.



PASSPORT

C) Valid US Passport

- 1) You will need to submit your **PHYSICAL** valid passport with your U.S. State Department DS-4053 application form.
- 2) Please be advised that your passport should be undamaged. Passports should be free of fraying, tears, damage to the credential page and pages that have been separated from the binding. Severe damage can be deemed mutilated by the Passport Agency in which case the applicant may have to apply for a new passport

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ITINERARY

D) Proof of Travel

You must supply evidence of your impending international travel as one of the following:

- 1) Copy of your international airline, bus, or cruise ticket or a roundtrip itinerary
- 2) If traveling by personal vehicle, an original letter from the applicant addressed to the US Department of State-Passport Agency detailing your international travel plans.
- 3) An original, signed letter from your employer on the company's letterhead, address to the US Department of State – Passport Agency detailing your international travel.



E) Government Fees

- 1) Provide a check or money order made payable to the US Department of State for \$142.00. **NOTE:** Please indicate your Full Name and Date of Birth in the memo field of your check.
 - Example: (Pauline LeAnn Brazo 10-Oct-1980).
- 2) In lieu of providing a separate check, this government fee can be paid with the expedite fee as part of your "Order." The Passport and Visa Company will provide the check on your behalf to the US Department of State.



ORDER FORM

F) Order Form & Payment

- 1) Please download and complete The Passport & Visa Company Order Form with your payment information. Accepted forms of payment include: American Express, Visa, MasterCard, Discover, Money Order, Cash or payment by Check.

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THE PASSPORT &
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4005 Banister Lane – Three Parks Place, Suite 195C, Austin, TX 78704

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: The Passport & Visa Company

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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Call TPAVC for Assistance:

United States: 888. 551.0019

Austin 512.469.5909 | Dallas 214.390.3517 | Denver 303.468.3300 | Houston 713.568.4646

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Reset Form

Submit by Email

Print Form

Important Travel Dates *These dates determine processing times and fees*

Today's Date: Date Passport must be back in your hands: Date of Departure from U.S.?

Traveler Information

Full Name *(Exactly as printed in your Passport)*

Primary Phone # *(example:5124695909)*

E-mail

Date of Birth:

Secondary Phone # *(example:5124695909)*

Billing Address & Permanent Address:

Street Address

City

Zip Code

Contact Information *(if different than applicant)*

Contact Name:

Contact Phone # *(example:5124695909)*

E-mail

U.S. Passport Service & Passport Type

☐ 12 - 15 Business Days \$65 + Gov. Fee + Shipping

☐ 6-11 Business Days \$100.00 + Gov. Fee + Shipping

☐ 3 - 5 Business Days \$200 + Gov. Fee + Shipping

☐ 24 hours \$250 + Gov. Fee + Shipping ** Requires reservation & Fed-Ex "First" overnight shipment.*

☐ First Time (Adult)

☐ Renewal

☐ Add Pages

☐ Lost/Stolen

☐ Name Change

☐ Secondary Passport

☐ Minor (under 16)

Passport Cards

**(contact TPAVC if interested in both a Passport Book & Passport Card.*

☐ Passport Card & Passport Book

☐ Passport Card (ONLY)

Travel Visa Service

Country

Visa Type *(Business, Tourism, Student, etc.)*

Duration of Stay(1m/3m/1yr/5yr/etc.)# of entries(single/double/mult.)

Country

Country

Country

Document Return Shipping Instructions

Company Name or Individual Name

☐

Check if Billing & Shipping Address is Same

An Order Receipt is created for all orders placed with TPAVC. You will receive your Order Receipt at time of service. All services are paid in full at time of order.

Overnight shipping fee is \$25.00. This fee may vary with out of jurisdiction processing of Visas obtained at Embassies.

Choose One:

Street

City

State

Zip Code

☐

Delivery without Signature

☐

Signature Required for Delivery. An addtl \$5 applies for this service

P.O. Boxes for shipping are not allowed.

Payment Method

Credit Card#

☐

AMEX

☐

Discover

☐

MasterCard

☐

Visa

☐

Money Order

☐

Check

Signature

Exp.Date (mm/yy)

Security Code: