



THE PASSPORT &  
VISA COMPANY

FAST, SECURE & PROFESSIONAL  
PASSPORT & VISA DOCUMENTS

## United States Passport - Lost/Stolen

*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-11 Passport Application Form
- B) ☐ Complete & Print the DS-64 Lost/Stolen Application Form
- C) ☐ Complete (2) Original Letter of Authorization Forms
- D) ☐ (2) Passport-Size Photographs
- E) ☐ Proof of U.S. Citizenship
- F) ☐ (1) Proof of Personal Identification
- G) ☐ Proof of Travel
- H) ☐ Government Fees
- I) ☐ Complete The Passport & Visa Company Order Form & Payment
- J) ☐ Quality Check Complete by TPAVC Staff
- K) ☐ Sealed Envelope from Acceptance Agency
- L) ☐ 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	\$170.00	\$170.00	\$170.00	\$170.00
Total Fee	\$245.00	\$270.00	\$370.00	\$470.00
<b>*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</b>				
<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](mailto: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 – Lost or Stolen

- ✓ When a US Passport lost or stolen you need to report the lost/stolen passport to the US Department of State. By doing so you will be canceling your current passport so it may not be used for fraudulent purposes.



DOCUMENT

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

- 1) Please complete the US Department of State's DS-11 application form <https://pptform.state.gov/>. Be advised that the DS-11 application must be completed online and then printed for submission. Applications can be completed in one of our local offices.
- 2) Hand written forms are **NOT** accepted.
- 3) Applicants must appear before an Acceptance Agency to have their signature witness.
- 4) Do **NOT** sign your application until you are instructed to do so by an Acceptance Agent.
- 5) Once the application is sealed by the acceptance agent the expedited packet **MUST** be submitted to the U.S. State Department within five days.



### **IMPORTANT:**

### DS-64 Application Form

Please complete the U.S. Department of State's DS-64 application "Statement Regarding a Lost or Stolen Passport. *When completing your online application this form will automatically be generated.* Your explanation should be detailed to indicate when, where, or how your passport was lost or stolen. Make sure to **SIGN** and **Date** your DS-64 form in black ink.

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Requirements: US Passport – Lost or Stolen



DOCUMENT

## C) Letter of Authorization Forms - (LOA)

- 1) **Two (2) Original** Signed LOA's must be submitted.
- 2) The Letters of Authorization forms authorizes 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.

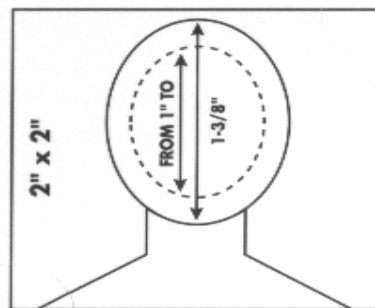


PHOTOGRAPHS

## D) Passport – Size Photographs

You will need to provide (2) two passport-sized photographs. Photos requirements:

- 1) Identical taken within the last six months showing your current appearance
- 2) Color Photo
- 3) Full face, front view with a plain white or off-white background.
- 4) 2x2 Passport sized between 1 inch and 1 3/8 inches from the bottom of the chin to the top of the head.
- 5) Taken in normal street attire. Uniforms should not be worn in photographs except religious attire that is worn daily.
- 6) Do **NOT** wear a hat or headgear that obscures the hair or hairline.
- 7) If you normally wear prescription glasses, a hearing device, wig or similar articles, they should be worn for your picture.
- 8) Dark glasses or nonprescription glasses with tinted lenses are not acceptable unless you need them for medical reasons. A medical certificate may be required.
- 9) Do **NOT** wear a white shirt.



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DOCUMENT

## E) Proof of U.S. Citizenship

You will need to supply **ONE** of the following as proof of your US citizenship:

- 1) A **Certified Copy** of your U.S. Birth Certificate from the County, City or State of birth. Be advised that short, abstract, hospital or novelty birth certificates are not accepted. Birth certificates must include the following information:
  - a. Applicant's Full Name
  - b. Date of Birth
  - c. Place of Birth
  - d. Applicant's parent(s) full name
  - e. A Raised, embossed, impressed or multicolored seal of the issuing authority
  - f. The Registrar's Signature
  - g. The date the birth certificate was filed with the registrar's office. Birth Certificates should be file within one year from the date of birth.
- 2) A previous undamaged U.S. passport.
- 3) The **ORIGINAL** Report of Birth Abroad (Form FS-240); or Certification of Birth Abroad (Form DS-1350); or Certificate of Citizenship
- 4) Or **ORIGINAL** Naturalization Certificate from USCIS.



DRIVER'S LICENCE

## F) Proof of Personal Identification

**ONE** form of identification must be presented when applying for a first time passport. The following are acceptable forms of identification.

- 1) A Valid Driver's License; Current Government ID (city, state or federal) or Current Military ID (for military applicants and dependents).
- 2) A previously issued & undamaged U.S. passport
- 3) An **ORIGINAL** Naturalization Certificate.

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ITINERARY

## G) 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.



## H) Government Fees

- 1) Provide a check or money order made payable to the US Department of State for \$170.00. **NOTE:** Please indicate your Full Name and Date of Birth in the memo field of your check.
  - o Example; (Pauline LeAnn Brazo 10-Oct-1980).
- 2) **NOTE:** 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.
- 3) You must make an appearance at an Acceptance Agency to have your signature witnessed. You can look up the closest witnessing facility location based on zip code by going to <http://iafdb.travel.state.gov> . Some locations require appointments. Each location will indicate the facility name, street address, city, and public phone number, the hours of acceptance and the days.
- 4) Provide a check or credit card payment for the Witnessing Execution Fee of \$25.00 at the Acceptance Agency. Note: Not all locations accept credit card payments and an additional service fee may apply.



ORDER FORM

## I) 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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## 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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- ☐ 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.

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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: