

Global Passport Express

Renewal Passport Checklist

*Please check off each item as you collect them and sign the bottom.
Once done, please call us at 210-375-7525 to reconfirm your scheduled appointment.*

- ___ Signed (Current or expired) 10 year U.S. Passport issued within the last 15 years.

- ___ If your name was changed since your last passport was issued: In order to change your name on your passport, you **must** have an **original** court ordered name change or **original or certified copy** marriage certificate.

- ___ Three (3) copies of signed completed online application [Form DS-82](#) and bar-coded.

- ___ One (1) 2x2 Passport photo (no glasses, no headbands no smiling) taken in the last 6 months. Stapled on corner of application. Use the guide on the application.

- ___ Two (2) copies of signed and dated letter of authorization. Check top two boxes. Include phone number.

- ___ Copy of the flight itinerary from a travel agent/airlines showing a travel date of 14 days or less. 1 month if needing a visa.
 - If driving to Mexico or Canada, please provide a letter stating your travel plans and the purpose of your trip. Please state your travel dates in the letter.
 - You can also provide an original letter with an original signature, from your employer describing the overseas trip, if traveling on business.

Should include the following:

1. Company Letterhead
2. Your full name
3. Purpose of the trip
4. Destination (city/country)
5. Beginning and end dates of travel
6. Signed by supervisor or business owner (if you own the business, you can sign it)

___ **Passport Renewal - \$208.32**

(Check or money order. **Include full name and date of birth in memo line.**

Make payable to **US Department of State.**)

Please **do not** abbreviate "Department" to "Dept."

8000 IH-10 West, Suite 600
San Antonio, TX 78230
Ph: 210-375-7525

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Global Passport Express Fees

Processing time	Price
5-7 Days	\$500

Global Passport Express provides services on behalf of our clients and is not a government agency. The fees for services provided by Global Passport Express are charged to the client upfront. These fees are not based on whether the various government entities that we work with approve or decline your application. Global Passport Express is not responsible for and has no control over delays caused by any government agency and/or mail delivery service or any other third party that is used in the process. This includes errors and/or omissions by the client on any of the required documents that are required. Embassy/Consulate fees and timeframes are subject to change without notice and are beyond the control of Global Passport Express. These are the most accurate fees and timeframes available to us at this time. If there are any changes, we will advise our clients upfront during the initial conversation.

Signature: _____ Date: _____