

Global Passport Express

Lost Passport

Aged 16 and older

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.

_____ One (1) state issued birth certificate with hospital name or the letter " I " or a Naturalization Certificate.

Primary Evidence of U.S. Citizenship (You must submit one of the following. **Photocopies and notarized copies are not acceptable**):

- Previously issued, undamaged, and fully valid U.S. Passport (5 year for minors or 10 years for adults)
- Certified U.S. birth certificate (must meet all of the following requirements):
 - Issued by the City, County, or State of birth
 - Lists bearer's full name, date of birth, and place of birth
 - Lists parent(s) full names
 - Has date filed with registrar's office (must be within one year of birth)
 - Has registrar's signature
 - Has embossed, impressed, or multicolored seal of registrar
 - **Photocopies and notarized copies are unacceptable**
 - Consular Report of Birth Abroad or Certification of Birth

_____ Three (3) copies of the completed typed online application. ([Form DS-11](#))

_____ Two (2) copies (front and back) of valid driver's license or Texas I.D.

The following identification is needed when applying for a U.S. Passport in person. Acceptable identification with photograph must be presented at the time of application.

Primary Identification needs to be one of the following:

- Previously-issued, undamaged U.S. passport
- Certificate of Naturalization or Citizenship
- Fully-valid Driver's License
- Current Government Employee ID (city, state or federal)
- Current Military ID (military OR dependent)

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____ Two (2) 2x2 Passport photos (no glasses, no headbands no smiling).

____ Two (2) copies of typed and signed letter of authorization. Check top two boxes and include phone number.

____ One (1) document showing proof of departure. Any of the following documents:

- Travel Agent Ticket
- Letter stating information for the private jet
- Cruise line ticket
- Letter stating that you are driving to your destination
- Letter from your company on company letterhead.

The company letter 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 (sign if you own the business)

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_____ You will need two separate payments, one to the U.S. Dept. of State and one to the Acceptance Agent. The name of the Acceptance Agent will be determined on the day of application. Select either **Passport Book Only or Passport Book and Card**. The Passport Card is **not valid** for International air travel. The Passport Book is **required** for international air travel.

_____ **Passport Book Only - \$209.53**(Check or money order. **Include full name and date of birth in memo line.** Make payable to **US. Department of State.**)

_____ **Acceptance Agent - \$35.00** (Check, cash or money order. Name to be determined on date of visit.)

OR

_____ **Passport Book and Card - \$239.53** (Check or money order. **Include full name and date of birth in memo line.** Make payable to **US Department of State.**) (The Passport Card is **not valid** for International air travel. The Passport Book is **required** for international air travel you **cannot** travel with the Passport Card alone.)

_____ **Acceptance Agent - \$35.00** (Check, cash or money order. Name to be determined on date of visit.)

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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: _____

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