PASSPORT REQUEST FORM

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APPLICANT'S INFORMATION:

Last Name (Traveler 1): _____ First Name: _____

Last Name (Traveler 2): _____ First Name: _____

Phone: _____ E-Mail: _____

Return Documents to: ☐ Home or ☐ Business (Name & c/o): _____

PHYSICAL address (No P.O. Boxes): _____ Apt/Ste#: _____

City: _____ State: _____ Zip Code: _____

Services Requested: New/Lost /Minor: ☐ Renewal: ☐ 2nd Passport: ☐

Date you need your passport: _____ **Date you depart the U.S.:** _____

Countries to be visited: _____

Do You need Visas: ☐ **Yes** ☐ **No**

Optional LIFETIME Passport Replacement insurance: **$29.99 per passport**: in the unlikely event that your passport is lost or damaged, Genvisa will arrange for expedited passport replacement in the United States. Please see the Passport Insurance page for details (included in the visa kit) and choose. one of the boxes below.

☐ **Yes**, I have added an additional **$29.99 per person** for the Lifetime Expedited Passport insurance. ☐

No, I decline the Lifetime Expedited Passport Replacement insurance.

How did you find out about our service? (Please be specific): _____

Payment Method:

Check to GenVisa: ($399 5-7 business days*/$499 3-5 business days ***)** ☐ #_____

******* from the date of submission to the State Department, based on the appointment availability

Check to Dept of State: ($186.87*Minor/216.87*Adult/$246.87*Adult & Passport card): ☐ #_____

*Government fee includes expedited (1-2 day) delivery fee of $19.53 (recommended)

** Government fee includes the U.S. Passport Card

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Mail materials to:

GENERATIONS VISA SERVICE
5335 WISCONSIN AVE N.W. #380
WASHINGTON D.C. 20015-2030
1-800-845-8968

GENERATIONS VISA SERVICE

New Passport (Sealed Envelope) Checklist

☐ **DS-11 Form, New Passport Application submitted ONLINE.**
The form **MUST be filled in and printed out online**. Please *CLICK HERE FOR THE FORM.* Hand-written forms, as well as hand-written corrections, are not allowed for third-party submissions. **Don't sign the application form until the Passport Acceptance Agent instructs you to do so.**

☐ **Two Identical Passport Photos**
Include TWO (2) identical professionally taken passport photos, 2"x2", on completely white background. No glasses or hats.

☐ **Proof of US citizenship**
– Original or a certified copy of US birth certificate; or
– Previous fully valid U.S. Passport; or
– Report of Birth Abroad (Form FS-240); or
– Certification of Birth Abroad (Form DS-1350); or
– Certificate of Citizenship or Naturalization from USCIS.

☐ **Letter of Authorization**
Signed copy of the authorization letter for each applicant. This form allows GenVisa to act as an agent on your behalf. Check appropriate boxes (usually 1 & 2)

☐ **Travel Itinerary**
a. Copy of a plane ticket, or travel itinerary with the applicant's name showing dates and flight information for a departure within 14 days.
b. Personal statement, addressed to the US Department of State, Passport Agency, explaining personal reasons for expedited processing within 14 days.

☐ **US Department of State Fees**
Personal check or Money Order made payable to "US Department of State" in the amount of:
$186.87* - Minor/216.87* - Adult/$246.87* - Adult & Passport card
*Government fee includes expedited (1-2 day) delivery fee of $19.53 (recommended)
** Government fee includes the U.S. Passport Card

$35.00 Execution fee, which you will pay to the Acceptance Agent

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☐ **Generations Visa Service Fee**
Personal check or Money Order made payable to GenVisa in the amount of **$399 7-10 business days*****/$499 3-5 business days *****
***** from the date of submission to the State Department, based on the appointment availability.
