



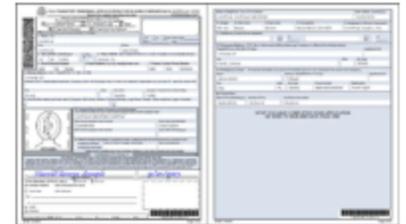
CONCIERGE SERVICE SECOND VALID PASSPORT

ALL TRAVELERS must include the following documents in your package to G3:

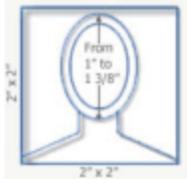
- A copy of your current primary (10 year) US passport book.** Submit a color photocopy of the information/photo page.
 - Your primary passport must be valid and signed.
 - Your primary passport must have more than one year of validity remaining. If your 10 year passport will expire in less than a year, you will need to renew the passport. Contact G3 for additional instructions at ConciergeDesk@g3visas.com.
- Your expired or expiring second valid (2 year) passport.** Submit the actual book, not a copy.
 - If you have been issued a second valid passport on more than one occasion, include the second valid passport issued most recently.
 - If you previously have been issued a second valid passport and this passport is no longer in your possession because it was lost or destroyed, contact G3 for additional instructions at ConciergeDesk@g3visas.com or 855.266.0701.

Your prior second valid passport will be returned with your new passport.

- US Passport Form DS-82.** The application must be created online at <https://pptform.state.gov> then printed and signed with a pen-to-paper signature in blue or black ink. The signature must match the signature in your current passport. See Page 5 for details.



- One NEW passport-style color photograph.**



- The photo must be on high-quality photo paper with a white background, taken within the last six months.
- Must be 2"x2" with face measuring 1" to 1 3/8" from top of head to chin.
- Photos must be clearly different from photos in any previously issued passports.
- No uniforms, sunglasses, or hats are allowed, except for religious headgear. You must include a signed letter explaining that the item is worn daily for religious reasons.

- Letters of Authorization, completed and signed.** The Letter of Authorization (LOA) allows G3 to represent you to all agencies involved in issuing your passport. Please print and sign all LOAs attached. The signature on all the LOAs must be an original pen-to-paper signature in blue or black ink, and must match the signature on your current passport and your application form. No faxes, scans or copies will be accepted.
- Second Valid Passport Request Form** (attached), completed by hand and signed by the applicant in blue or black ink.
- Second Valid Letter of Request**, signed by the applicant with an original pen-to-paper signature. A sample is attached. The Letter of Request must describe specific trips that demonstrate one of two reasons for a second valid passport:
 - Trips arriving and departing in close proximity, making it difficult to acquire the visas needed for the second trip.
 - Primary passport contains Israel markings and future travel includes visits to Middle East countries that may deny entry, or future travel includes visits to Israel and then visits to Middle Eastern countries that may deny entry. Countries that may deny entry to US citizens with passports containing Israel markings include Algeria, Iran, Iraq, Lebanon, Libya, Pakistan, Saudi Arabia, Sudan, Syria, and Yemen. This list is subject to change by the US Department of State.
- Proof of known or anticipated travel plans.**
 - Copy of airline reservations showing applicant's name and all trips described in the second valid letter of request,
 - Copy of crewmember trip sheet showing all trips described in the second valid letter of request, or
 - A business letter (on company letterhead) stating that a passport is required for travel. This letter must signed by a representative of the company other than the applicant with an original pen-to-paper signature and must specify the applicant's departure dates and destinations. A sample is attached.

G3's Standard of Service

- All visa and passport requests are processed by knowledgeable, experienced associates.
- All calls are answered by a well-informed associate, not a call center or voice mail system.
- All Personally Identifiable Information is protected with safeguards that exceed State Department standards.
- All requests receive email confirmation acknowledging receipt by a G3 associate.
- All application documents will be thoroughly reviewed prior to submission.
- All requests receive email confirmation of the completion and FedEx tracking information.
- All passports are returned via the FedEx service of your choice.

Need additional assistance? Select Concierge Service.

Requirements



CONCIERGE SERVICE SECOND VALID PASSPORT

There is No Substitute for Experience.

Concierge Service \$175.00 *Required*

G3's Concierge Service includes the following benefits:

Document Review: Email ConciergeDesk@g3visas.com for a rapid response and thorough review of your documents before you send them to one of our Operations Centers.

Application Creation: Our experts will readily create your visa or passport application ensuring it meets the requirements of the consulate or agency, saving you valuable preparation time. Your application will be emailed to you in PDF format to print and sign with a pen-to-paper signature.

Accelerated Processing: G3 will generate a FedEx air bill for you to efficiently send your documents to our office. Your request will be given precedence for immediate processing by our most experienced associates.

Expert Advice: Call our dedicated Concierge Service phone number: 855.266.0701, or email ConciergeDesk@g3visas.com for a quick response from the experts.

Real-Time Status Updates: Your G3 associate will personally contact you to confirm receipt of your documents and provide a timeline of completion. If you require more than one visa or passport service, your associate will advise you at each stage of completion ensuring we meet your travel dates. Upon completion of your request, your associate will contact you to confirm your return delivery information.

Upgraded Delivery Service: Your G3 associate will provide a complimentary return delivery upgrade when your request is complete using Federal Express Priority Overnight service (delivery next business day by 10am), and will track your package and follow up with you to confirm you have received it.

Emergency Support: You will have access to our Emergency Concierge Services and Lost Passport Support if you ever need it.

PASSPORT SERVICE NOTES

- These instructions are for renewal of second valid passports, and are not applicable for travelers who have never been issued a second valid passport.
- Second valid passports are issued at the discretion of the US Department of State and are issued with a maximum two-year validity.
- If you select Passport Book and Card on the Passport Products and Fees screen of the DS-82 government application form, you will need to print a [second DS-82 application](#) to sign and include in addition to the DS-82 and other documents required for the second valid passport. The passport card may be issued separately and will be mailed directly to the applicant. Passport cards can be used to enter the United States from Canada, Mexico, the Caribbean, and Bermuda at land border crossings or sea ports-of-entry. The passport card cannot be used for international travel by air.

PROCESSING NOTES

- Send all required documents and the completed Passport Order Form to G3 using a service with tracking such as FedEx or UPS.
- Due to submissions deadlines set by agencies, documents received by G3 are hand-carried to the appropriate processing facility on the next business day.
- Business days are Mondays through Fridays and do not include US Federal Holidays or other incidental processing restrictions set by agencies.
- It is not possible to change passport processing speed once the request has been submitted to the US Passport Agency. Please ensure you select a processing speed that meets your needs.
- Credit card payments are subject to a 5% credit card convenience fee unless the physical card is presented in person.
- Complete details of G3's Privacy, Cancellation, Payment, and Shipping Policies are available at www.g3visas.com/Policies.html.
- Passport services are rendered at the discretion of the US Department of State. G3 acts on the behalf of the client, and takes no responsibility for the services rendered by Travel Agents, Government Agencies, Consulates or Embassies in connection with issuance of visas and passports. G3 takes no responsibility for delays or loss of passports as may occur through above services or by any delivery service. Damage compensation is not available.



Send to: G3 Global Services
 Attn: Passport Department
 388 Market Street, Suite 1520
 San Francisco, CA 94111
 877.898.1203 | SanFrancisco@g3visas.com

CONCIERGE SERVICE SECOND VALID PASSPORT

There is No Substitute for Experience.

Special Services			
<input checked="" type="checkbox"/> Concierge Service \$175.00 (Required)	<input type="checkbox"/> Passport Protection Plan \$40.00		
US Government Fees for Passport Processing			
Second Valid Passport (Book Only)	<input type="checkbox"/> \$170.00		
Second Valid Passport Book and Passport Card	<input type="checkbox"/> \$200.00		
G3 Service Fees			
Service Type	Mission Critical 3 Business Days	Priority 7 Business Days	Expedited 12 Business Days
Passport Renewal	<input type="checkbox"/> \$275.00	<input type="checkbox"/> \$195.00	<input type="checkbox"/> \$110.00
Return Delivery Fees			
<input type="checkbox"/> FedEx Express Saver 3 Business Day Delivery	\$19.00	<input type="checkbox"/> FedEx First Overnight* Delivery Next Business Day by 8:30AM	\$84.00
<input type="checkbox"/> FedEx Standard Overnight Delivery Next Business Day by 3PM	\$29.00	<input type="checkbox"/> FedEx Saturday Delivery* Delivery by 3PM	\$44.00
<input type="checkbox"/> Same Day Delivery* Delivery by FedEx or Commercial Airline	Please Call	<input type="checkbox"/> FedEx International Delivery* including Puerto Rico Delivery Times Vary by Location	Please Call
<input type="checkbox"/> FedEx or UPS Account Number Provided <input type="text"/>	\$5.00	<input type="checkbox"/> FedEx or UPS Return Airbill Included <input type="text"/>	No Charge
<i>*These services may not be available for all delivery locations.</i>			

Applicable Fees

Passport Protection Plan <input type="checkbox"/> \$40.00 Extra
If your passport is lost, stolen, or damaged, G3 will replace it without charging our standard service fee. G3's Passport Protection Plan includes the following benefits:
Application Creation: Our experts will create your paperwork for you to ensure that it meets the requirements of the passport agency, allowing you to avoid delays and additional stress.
Expedited Passport Processing: Your new passport will be issued at our expedited processing speed. If desired, you may upgrade to a faster service by paying the price difference at the time of claim.
Personal Attention: Upon receipt of your materials, we will hand-carry your documents to the passport agency, then pick up your completed passport and review it for accuracy.
Long-Term Validity: Your Passport Protection Plan is in force until the day your passport expires.
International Support: If your passport is lost, stolen, or damaged while you are outside of the US, G3 will create your passport applications and provide you with scans of your lost passport so you can have your passport issued in person at the nearest US Embassy or Consulate.
G3's Industry-Leading Standard of Service: Our experienced staff will provide personal communication and in-depth knowledge to ease your mind and resolve your concerns.
<small>Passport Protection Plan does not cover US Government Fees, shipping fees, or replacement of valid visas. Questions? Contact Passports@g3visas.com.</small>

Send Completed Order Form and All Required Documents To:
G3 Global Services, Attn: Passport Department, 388 Market Street, Suite 1520, San Francisco, CA 94111
 415.762.8268 Phone | 877.898.1203 Toll Free | 415.762.8269 Fax | SanFrancisco@g3visas.com
www.g3visas.com



Send to: G3 Global Services
 Attn: Passport Department
 388 Market Street, Suite 1520
 San Francisco, CA 94111
 877.898.1203 | SanFrancisco@g3visas.com

SAN FRANCISCO SECOND VALID PASSPORT

Order Form

Your invoice will be sent to your contact email. Check here if you require a hard copy included with your return delivery.

Payment Information

Payment Via Check #: Check payable to G3 Global Services

Payment Via Credit Card:

Visa/MasterCard: - - -

Exp. Date: ___ / ___ Security Code:

OR

American Express: - -

Exp. Date: ___ / ___ Security Code:

Name as it appears on the card:

Billing Address:

City: State Zip:

Signature:

Payment Via Approved Billing Terms

G3 Customer Number, Billing, P.O., Project or Reference Code#:

Concierge Service Required

You'll thank us later.

ConciergeDesk@g3visas.com

Total Fees from Applicable Fees Page

Please include Applicable Fees page with your request.

FEE	# Travelers	TOTAL
Concierge Fee	<input type="checkbox"/> X <input type="text"/>	= <input type="text"/>
US Government Fee	<input type="checkbox"/> X <input type="text"/>	= <input type="text"/>
G3 Service Fee	<input type="checkbox"/> X <input type="text"/>	= <input type="text"/>
Passport Protection Plan	<input type="checkbox"/> X <input type="text"/>	= <input type="text"/>
Return Delivery Fee		<input type="text"/>
Subtotal		<input type="text"/>
Add 5% for credit card convenience fee		<input type="text"/>
Total Payment Enclosed		<input type="text"/>

Traveler Information

Traveler 1 Name:

Date of Birth:

Traveler 2 Name:

Date of Birth:

Passport Service

Service: Second Valid Passport (Book Only)
 Second Valid Passport (Book and Card)

Processing Speed: Mission Critical Priority Expedited

Travel Details

Date of US Departure:

I must have my passport no later than:

Other visa or passport services requested:

Notes:

Contact Information Who should G3 contact about this request?

Name:

Company:

Contact Email (required):

Daytime Phone:

Mobile Phone:

Return Delivery Address This must be a physical address for FedEx delivery; no P.O. Boxes.

Name:

Company:

Street Address:

City:

State:

Zip Code:

Daytime Phone:

Mobile Phone:

ASSOCIATE NAME:

FOR OFFICE USE ONLY

DATE RECEIVED BY G3:

ORDER NUMBER:

OF TRAVELERS:

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ONLINE APPLICATION GUIDE SECOND VALID PASSPORT

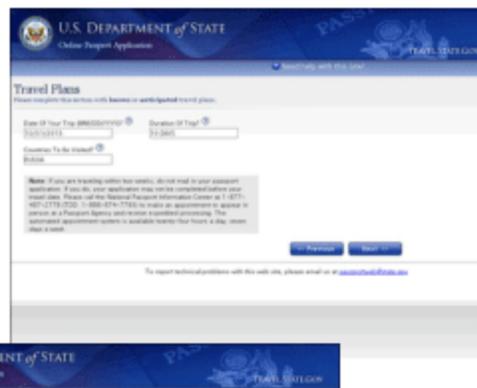
Your Passport Form DS-82 must be created online at <https://pptform.state.gov/>, printed and signed. To begin, click the fraud notice button then click "Submit." On the next page select "Apply Online." If you encounter error messages, you may wish to utilize a different web browser.

You will complete a multi-page questionnaire that will create an application with a 2D barcode required for expedited services. All passport requests submitted by G3 are considered expedited by the US Department of State. Applications that are incorrectly completed or not barcoded will be subject to a \$55 application correction fee.



On the second page of the online questionnaire, you will be asked "Where should your passport be mailed?" Fill in your permanent home address. G3 will retrieve your passport in person from the US Passport Agency and will return it via Federal Express to the delivery address listed on your G3 Passport Order Form.

On the screen labeled "Travel Plans," fill in the information about your trip. The trip date and destination should match the trip information listed on your proof of intended travel. If you have more than one international departure, list the details of your first trip.



On the "Your Most Recent Passport" screen:

- If you have never had a second valid passport, fill in the details of your valid primary (10 year) passport.
- If you are renewing your second valid passport, fill in the details of your current second valid passport.





ONLINE APPLICATION GUIDE SECOND VALID PASSPORT

You will have a chance to review your information before your application is completed.

On the "Passport Products and Fees" screen, select the following options:

- Passport Book (\$110)
- Expedited at Agency Service (\$60)
- Standard Delivery

These government fees are not paid online. The fees will be included in your payment to G3.



On the final page of the online questionnaire, scroll to the bottom of the page and click the box that says "I have read and acknowledge the steps and information contained above" and then click the "Create Form" button. Your passport application will open in another window as a PDF form for you to print. You may also save a copy of your completed application onto your computer.



Your completed application will contain six pages. Print the last two pages (pages 5 and 6). These pages must be printed single-sided, double-sided applications are not accepted by the US Department of State. Sign your application on the signature line in blue or black ink and fill in the date that you have signed your application. Passport applications must be submitted to the US Passport Agency within 30 days of the date the application is signed.

If you would like to have one of G3's passport experts fill out the online application for you, select G3's Concierge Service. Please email ConciergeDesk@g3visas.com to initiate your passport service.



United States Department of State

TO: U.S. Department of State San Francisco Passport Agency

RE: Request for issuance of a second 2 year passport

I, the undersigned, am the bearer of valid U.S. passport

number _____ issued on _____
(number) (date)

In view of the restrictive entry policies of one of the countries that I will be visiting, or prolonged processing delays required to obtain visas for my current travel, it is impossible for me to complete my trip utilizing my current passport.

Consequently, I am requesting the issuance of a second passport to facilitate my travel to the countries provided on my passport application. I understand that one passport will be limited for two years and that I may reapply at the end of that period if my need to travel to the aforementioned countries continues.

Should either passport be lost or stolen, I will report the circumstances immediately to the Passport Office or the nearest U.S. Embassy/Consulate.

NAME: _____
(Please Print Name Legibly)

SIGNATURE: _____ DATE: _____

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:

Check this box 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.

Check this box 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: _____ **Please handwritten "Go To Russia" here.**

Applicant Signature: _____

(If the applicant is under the age of 16, a parent, legal guardian, or person legally acting in loco parentis must sign)

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:

Check this box

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.

Check this box

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: _____ **Please handwritten "Go To Russia" here.**

Applicant Signature: _____

(If the applicant is under the age of 16, a parent, legal guardian, or person legally acting in loco parentis must sign)

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: _____ **Please handwrite "G3 Visas & Passports" here.**

Applicant Signature: _____

(If the applicant is under the age of 16, a parent, legal guardian, or person legally acting in loco parentis must sign)

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:

Check this box 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.

Check this box 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: _____ **Please handwrite "G3 Visas & Passports" here.**

Applicant Signature: _____

(If the applicant is under the age of 16, a parent, legal guardian, or person legally acting in loco parentis must sign)



Sample Second Valid Passport Letter of Request from Applicant

*****Please print your business letter on company stationery.*****

September 21, 2014

US Passport Agency
US Department of State

To Whom it May Concern:

I work for Sample Products, Inc. *(insert the name of your company)* as an International Sales Director *(insert your position)*, and travel internationally with great frequency. As a consequence, my passport is with me when I travel abroad, and I cannot obtain visas necessary for the trips that are planned while I am out of the country, which causes undue hardships and much inconvenience.

I am currently traveling to Russia on October 15, 2014, and will be returning to the United States on October 25, 2014. On November 1, 2014, I will be traveling to Vietnam and China, and visas are necessary for this trip. *[Please note that the dates of TWO trips are required, within one week of another, the second trip requiring visas.]*

Please issue me a second valid passport, so I can have the visas issued while I am on the first trip. I understand that the passport will only be valid for a limited period. If you have any questions, please feel free to call me at 555-555-1234 *(insert your phone number)*.

Should either my original 10 year passport or my limited validity (second valid) passport be lost or stolen, I will report the circumstances immediately to the Passport Agency in Washington, DC, or, if abroad, to the nearest US Embassy or Consulate.

Thank you for your assistance with this matter.

Sincerely,

Lucinda Albright

Lucinda Albright
International Sales Director
Sample Products, Inc.

(The letter must have an original ink signature of the applicant.)

SampleLetter



Sample Second Valid Passport Letter of Request from Employer

*****Please print your business letter on company stationery.*****

September 21, 2014

US Passport Agency
US Department of State

To Whom it May Concern:

Lucinda Albright (*insert applicant's name*) is employed by Sample Products, Inc. (*insert the company name*) as an International Sales Director (*insert applicant's job title*), and travels internationally with great frequency. As a consequence, her passport is with her when she travels abroad, and she cannot obtain visas necessary for the trips that are planned while she is out of the country, which causes undue hardships and much inconvenience.

She is currently traveling to Russia on October 15, 2014, and will be returning to the United States on October 25, 2014. On November 1, 2014, she will be traveling to Vietnam and China, and visas are necessary for this trip. [*Please note that the dates of TWO trips are required, within one week of another, the second trip requiring visas.*]

Please issue Lucinda Albright (*insert applicant's name*) a second valid passport, so she can have the visas issued while she is on the first trip. We understand that the passport will only be valid for a limited period. If you have any questions, please feel free to call me at 555-555-1234 (*insert your phone number*).

Should either her original 10 year passport or her limited validity (second valid) passport be lost or stolen, she will report the circumstances immediately to the Passport Agency in Washington, DC, or, if abroad, to the nearest US Embassy or Consulate.

Thank you for your assistance with this matter.

Sincerely,

James Ventura

James Ventura
Senior Vice President, International Sales
Sample Products, Inc.

(The letter must have an original ink signature of a manager or officer other than the applicant.)

SampleLetter