



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

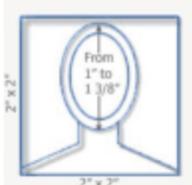
- Your current US passport book.** Submit the original, not a copy.
  - Your passport must be valid.
  - You must have been at least 16 years old when your passport was issued.

Your current passport will remain valid and will be returned with your new passport card. Please note, if your passport is deemed to be in poor condition, you may be required to use Mutilated Passport procedures to replace your current passport before a passport card will be issued.



- US Passport Form DS-82.** The application must be created online at <https://pplform.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 glasses, uniforms, 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.

- Proof of known or anticipated travel plans.**

- Copy of cruise, train, or air reservation showing applicant's name, or
- A business letter (on company letterhead) stating that a passport card is required for travel. This letter must be 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 date(s) and destination(s). A sample is attached.

- Proof of name change, if applicable.** If your name has legally changed since your last passport was issued, you must submit both of the following documents:

- The original document or a certified copy of your Marriage Certificate, Divorce Decree, or Court Order for Name Change.
- A photocopy of the front and back of your driver's license showing your new name.

When completing your Passport Form DS-82, list your current legal name as it should appear on your new passport.

# Requirements

*There is No Substitute for Experience.*

### 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.



*There is No Substitute for Experience.*

## Concierge Service \$175.00 *Extra*

### G3's Concierge Service includes the following benefits:

**Document Review:** Email [ConciergeDesk@g3visas.com](mailto: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: 202.600.4257, or email [ConciergeDesk@g3visas.com](mailto: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

- If you require your passport be issued in less than 2 business days, contact G3 to request Emergency Processing; 202.600.4257 or email [ConciergeDesk@g3visas.com](mailto:ConciergeDesk@g3visas.com).
- These instructions are intended for travelers who currently hold a valid US passport book. If your passport is expired, has been lost or mutilated, or if you have never been issued a US passport, please contact G3 for further instructions specific to your case.
- 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.
- If you have a valid or expired Second Valid Passport, the US Passport Agency may opt to ask that this passport be submitted.

## 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.
- 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.
- By submitting this form, I agree to G3 Global Services' Terms of Use, Privacy, Cancellation, Payment, and Shipping Policies. For more information follow this link: [www.g3visas.com/Policies.html](http://www.g3visas.com/Policies.html).



Send to: G3 Global Services  
 Attn: Passport Department  
 11 East Adams Street, Suite 1605  
 Chicago, IL 60603  
 800.830.8472 | Chicago@g3visas.com

# CHICAGO PASSPORT CARD

*There is No Substitute for Experience.*

Special Services			
<input type="checkbox"/> Concierge Service \$175.00	<input checked="" type="checkbox"/> Passport Protection Plan \$40.00		
US Government Fees for Passport Processing			
Passport Card		<input checked="" type="checkbox"/> \$90.00	
G3 Service Fees			
Service Type	Mission Critical 3 Business Days	Priority 7 Business Days	Expedited 12 Business Days
Passport Renewal	<input checked="" 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 checked="" type="checkbox"/> FedEx or UPS Account Number Provided 114420816	\$5.00	<input type="checkbox"/> FedEx or UPS Return Airbill Included	No Charge

*\*These services may not be available for all delivery locations.*

Applicable Fees

Passport Protection Plan <input checked="" 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:
<b>Application Creation:</b> 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.
<b>Expedited Passport Processing:</b> 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.
<b>Personal Attention:</b> 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.
<b>Long-Term Validity:</b> Your Passport Protection Plan is in force until the day your passport expires.
<b>International Support:</b> 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.
<b>G3's Industry-Leading Standard of Service:</b> 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 <a href="mailto:Passports@g3visas.com">Passports@g3visas.com</a>.</small>

**Send Completed Order Form and All Required Documents To:**  
**G3 Global Services, Attn: Passport Department, 11 East Adams Street, Suite 1605, Chicago, IL 60603**  
 312.704.8472 Phone | 800.830.8472 Toll Free | 312.704.8150 Fax | Chicago@g3visas.com  
[www.g3visas.com](http://www.g3visas.com)



Send to: G3 Global Services  
 Attn: Passport Department  
 11 East Adams Street, Suite 1605  
 Chicago, IL 60603  
 800.830.8472 | Chicago@g3visas.com

# CHICAGO PASSPORT CARD

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: 06 / 21 Security Code:

Name as it appears on the card:

Jeffrey E. Epstein

Billing Address:  9 East 71st Street

City:  New York State  NY Zip:  10021

Signature: \_\_\_\_\_

Payment Via Approved Billing Terms

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

Concierge Service Requested

*Exceptional service for exceptional people.*

### Total Fees from Applicable Fees Page

*Please include Applicable Fees page with your request.*

FEE	# Travelers	TOTAL
Concierge Fee	X 1	=
US Government Fee	90.00 X 1	= 90.00
G3 Service Fee	275.00 X 1	= 275.00
Passport Protection Plan	40.00 X 1	= 40.00
Return Delivery Fee		5.00
Subtotal		410.00
Add 5% for credit card convenience fee		20.50
<b>Total Payment Enclosed</b>		<b>430.50</b>

### Traveler Information

Traveler 1 Name: Jeffrey Edward Epstein Date of Birth: Jan. 20, 1953

Traveler 2 Name: Date of Birth:

### Passport Service

Service:  Passport Card Processing Speed:  Mission Critical  Priority  Expedited

### Travel Details

Date of US Departure: Oct. 7, 2016 I must have my passport no later than: Oct 3, 2016

Other visa or passport services requested:

Notes:

### Contact Information Who should G3 contact about this request?

Name: Lesley Groff Company: HBRK

Contact Email (required):

Daytime Phone:  Mobile Phone:

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

Name: Jeffrey Epstein Company:

Street Address: 9 East 71st Street

City: New York State: NY Zip Code: 10021

Daytime Phone: 212.750.9895 Mobile Phone:

FOR OFFICE USE ONLY

DATE RECEIVED BY G3:

ORDER NUMBER:

# OF TRAVELERS:

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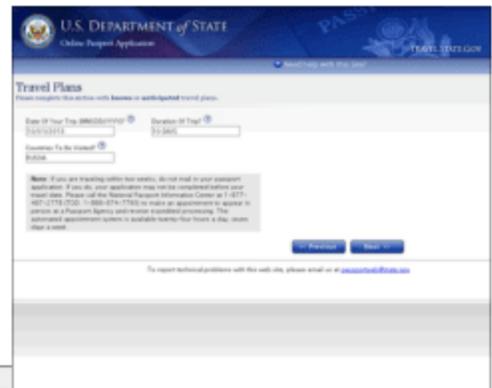
Your Passport Renewal Form DS-82 must be created online at <https://pptform.state.gov/>, printed and signed. To begin, click the fraud notice button then click "Submit." On the next page select "Apply Online." If you encounter error messages, you may wish to utilize a different web browser.

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

- Passport Card (\$30)
- Expedited at Agency Service (\$60)
- Standard Delivery

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

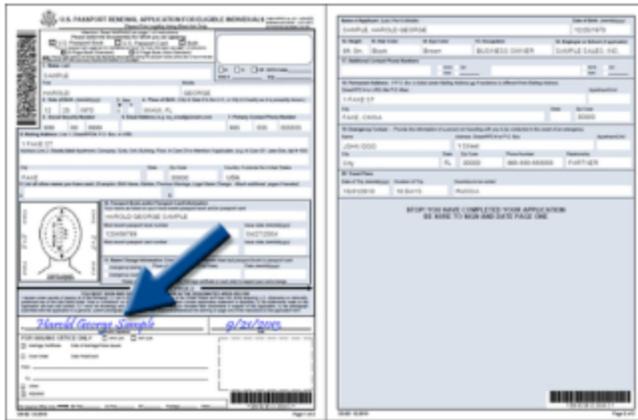
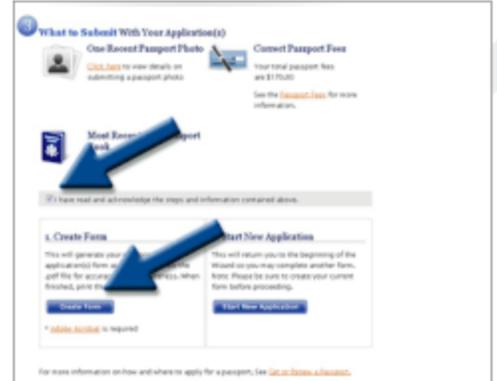




# ONLINE APPLICATION GUIDE PASSPORT CARD

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

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](mailto:ConciergeDesk@g3visas.com) to initiate your passport service.







Sample Letter

## Sample Proof of Travel Plans Letter from Employer

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

June 20, 2016

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 she requires a passport in order to travel internationally for business.

She will be traveling to China on August 5, 2016 for meetings with local distributors, and will be returning to the United States on August 15, 2016. (*Insert details of a trip to be taken within the next three weeks.*)

Ms. Albright is requesting expedited passport service to accomodate her upcoming travel. Should you have any questions regarding her business travel, please contact me at [REDACTED] (*insert phone number*).

Thank you for your assistance with this request.

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.)*