



**International Document Management  
US Passport and Visas  
Our Business - Your Solution**

1717 Pennsylvania Ave. N.W. Suite 900 Washington, D.C. 20006 (202) 223-7203 - Fax (202) 223-7205 CustomerService@passportdocs.com

## **PASSPORT RENEWAL REQUIREMENTS**

**You should apply for a renewal passport if you:**

- Already have a passport that is not damaged, and Received it within the past 15 years; and
- Were over age 16 when it was issued; and
- Still have the same name as it appears on the passport (or you can legally document your name change).

**NOTE:**

- If you damage or alter your U.S. passport, you may invalidate it and risk possible prosecution under the law (Section 1543 of Title 22 of the U.S. Code).
- If your passport has been mutilated, altered or damaged, you must apply in person, under the regulations that apply to "First-Time applicants".
- **If you need to renew a child's passport, you must apply, under "Passport for Minor under 16"'s regulations.**



**SEND THE FOLLOWING DOCUMENTS TO IAG FOR PROCESSING**

### **1. - Your completed U.S. Form DS-82**

You can acquire this form from your local county clerk's office, post office or you may download from our website <http://passportdocs.com/pdfs/passportdocs.com-DS-82.pdf> be sure to sign and date your application.

### **2. – Attach to it:**

- Your current passport in your possession. The passport must be signed. Your previous passport will be returned to you with your new passport.
- If you travel extensively, you may request a larger, 48-page passport at no additional cost. To do so, please attach a signed request for a 48-page passport to your application.
- If your name has changed since your passport was issued:  
Enclose a certified copy of the legal document specifying your name change (e.g. marriage certificate or divorce decree). **It must be ORIGINAL.** No photocopies accepted.
- **If your name has changed by other means, you must apply in person, under the regulations that apply to first-time applicants. (Adoption decree, Court order, etc.)**

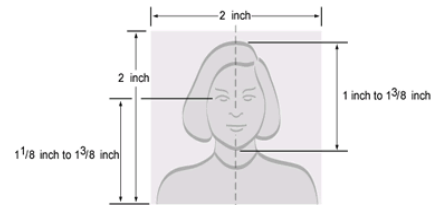
### **3. - Proof of Departure for rush service**

You must send one of the following:

- Two copies of your plane ticket showing departure date (preferable)
- If you do not have a ticket or itinerary, and if this a business trip, you may present a business letter from your employer (Please contact us for details and a sample letter).

### **4. – Two Identical Passport Photographs.** Your photographs must be:

- 2x2 inches in size. Color and full face, front view with a plain white or off-white background
- Taken within the past 6 months, showing current appearance
- Between 1 inch and 1 3/8 inches from the bottom of the chin to the top of the head. Taken in normal street attire. Uniforms should not be worn in photographs except religious attire that is worn daily. Do not wear a hat or headgear that obscures the hair or hairline.
- If you normally wear prescription glasses, a hearing device, wig or similar articles, they should be worn for your picture. Dark glasses or nonprescription glasses with tinted lenses are not acceptable unless you need them for medical reasons. A medical certificate may be required. NOTE: Vending machine photos are generally not acceptable. We strongly recommend not sending digital photos.



### **5. Letter of Authorization**

**Print two copies of the letter of authorization which is located at the end of these instructions.**

The letter must have original signatures. Faxes or photo copies are not accepted. **Please sign with blue ink.**



## 6. – Service Fees

### Government Fees:

- Make one check payable to US Department of State: include your date of birth on the check or money order. Personal checks must show a printed address.

Age 16 and older: The total passport fee is \$170\*

\*The \$170 portion is comprised of a government expedite fee of \$60, the security surcharge fee of \$20, and a government processing fee of \$90 (for 16 and older)

If you need to renew a child's passport, you must apply, under "Passport for Minor under 16"'s regulations.

### IAG Service Fee:



[Click here](#) for Passport Service Fee.

Please contact **IAG** at (202) 349-1454 or 1-866-727-7362 for further instructions and price.

Note: Government and shipping fees are separate.

Emergency Service..... If issue is required in 12/48 Business Hours (By appointment only)

Urgent Service..... If issue is required in 3 - 6 business days (By appointment only)

Express Service..... If issue is required in 7 - 15 days

The fee payment to Inter-American Group, Inc (**IAG**) can be paid by **VISA, MASTERCARD, MONEY ORDER, COMPANY CHECK or CASHIER CHECK**, payable to "Inter-American Group, Inc. (**IAG**). Include credit card authorization. You will receive a copy of the credit card receipt with your completed documentation.



## SHIPPING OF APPLICATION

**USE IAG Order Form.**

Print out and completed the **IAG Customer Order Form**

The **IAG** customer Order Form is what we use to determine which priority your application will received, which procedure we must use to get your application done in time four your travel dates. Without the Customer Order Form we do not know what service you are asking for, where to return your completed package and how to get in contact with the applicant. When you have ready all U.S. passport application material please send your package to:

### **IAG – Passport and Visas Services**

1701 Pennsylvania Ave. N.W. Suite 300

Washington, D.C. 20006

Phone: (202) 349-1454

### **Please send the following in the package:**

- Completed form [DS-82](#), and copy of your ID.
- Your current passport in your possession. (The passport must be signed)
- Two identical passport photographs.
- The signed letter of authorization and the copy of the proof of departure
- Check or Money Order \$170 payable to US Department of State
- The **IAG** Customer Order Form. **IAG** service fee

**Return Shipping Fee:** Please check with [www.FedEx.com](http://www.FedEx.com) for the exact amount of shipping prices. Then add the total amount with your service fees. You can also include a prepaid air bill with your credit card number or your FedEx account number. To receive your passport as soon as possible, we strongly suggest that you arrange overnight delivery service for sending your application and returning your passport. For Saturday Delivery please verify if FedEx provides this service in your local area.

**IAG** is not responsible for any loss or delays incurred for shipments consigned to these or any other delivery services.

**SPECIAL DELIVERY:** For Airport Delivery additional fees will apply.

Reagan National Airport – DCA ..... \$70.00 per delivery + airline cargo fee

Dulles Airport – IAD ..... \$120.00 per delivery + airline cargo fee

**IAG** is not responsible for any loss or delays incurred for shipments consigned to these or any other delivery services.

**NOTE:** Passport Agency officials may request additional documentation at their discretion and in declining issuance of travel documents may not in some instances disclose the reason for denial of a passport. **IAG** cannot be held responsible for delays in processing due to incomplete, inaccurate, or missing documentation including but not limited to missing or incorrect proof of identity, proof of U.S. Citizenship, proof of travel, missing photographs, or incorrect passport execution fees. **IAG** cannot be held responsible for the actions and/or decisions made by the U.S. Passport Agency. Should your application be rejected for whatever reason, you bear the cost of return shipment of your documents and all expediting fees are not-refundable: No exceptions. Compensation is not available. **IAG** will not be responsible for loss or delay caused by events that we cannot control, including but not limited to acts of God, weather conditions, acts of public enemies, war, strikes, civil commotions, or acts or omissions of public authorities (including passport and embassy consular officials) with actual or apparent authority. **IAG** is not responsible for any documents inadvertently held or lost by consulates or US Government Agencies. Should this occur, which is highly unlikely, we will work to recover the documents from the agency or consulate. **IAG** makes no other warranties, expressed or implied. In no event will **IAG** be liable for any indirect, incidental, or consequential damages. Further, **IAG's** total liability with respect to each passport application shall be limited to the amount of the **IAG's** service fee paid by you.

All services are limited to time standards of the U.S Government business hours.



BY SENDING AN APPLICATION TO IAG, YOU ACCEPT THE ABOVE CONDITIONS.

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## PASSPORT AUTHORIZATION LETTER

Date: \_\_\_\_\_

**Passport Services  
US Passport Office  
Washington, D.C.**

I \_\_\_\_\_, hereby grant a representative of Inter-American Group, Inc, “**IAG**”, to process my application for US Passport, to pickup my completed passport when it is ready and to discuss all matters with the Department of State pertaining to the processing of my passport application and issuance of my passport.

Sincerely,

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Passport Holder Only**

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Place of Birth: \_\_\_\_\_

Contact phone number is: \_\_\_\_\_

Date of departure from U.S: \_\_\_\_\_

Countries to travel to: \_\_\_\_\_

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Note to Applicant:

**These letters must have original signatures.** Note that faxes or photocopies are not accepted. Original signature is required. Please sign with blue ink. It is illegal for any person other than the applicant to sign this passport document. A husband may not sign on behalf of his wife, or vice versa. **IAG** - Inter-American Group, Inc ([www.1dayuspassport.com](http://www.1dayuspassport.com)) acts only as an agent on behalf of the applicant. Agency officials may request additional documentation at their discretion.

