



**Application Kit for
Location**

**: First Time Passport for Adult
: Houston, USA**

Contact our team of experts at any time : +1 713 333 8200 / info@thevisateamusa.com

Validity	10 years
Processing Time	Standard (11 business days or more) Express (4-10 business days) Emergency (1-3 business days) If you require Emergency, please call our office to reserve a spot

STEP 1: GATHER THE BELOW DOCUMENTS

- ☐ **Complete DS-11 online**
 - Link: <https://pptform.state.gov/FraudAbuseNotice.aspx>
- ☐ **Get Two (2) Passport Size Photos (CVS or Walgreens)**
- ☐ **Photo cannot be than three (3) months old. Please note that no glasses are allowed.**
 - Passport size (2x2 in)
 - We suggest you follow the US Passport office guidelines: <https://travel.state.gov/content/passports>
- ☐ **Original Proof of U.S. Citizenship**
 - Such as Original or Certified Birth Certificate or Naturalization Certificate or any previous US Passport obtained. Documentation submitted as citizenship evidence will be returned to you with your newly issued U.S. passport.
 - **Please note: The Abstract version is NOT accepted, you MUST have a Long-form Certified Birth Certificate.**
- ☐ **Copy of Present Identification**
 - Such as State issued Driver's License or Government Identification Card (city, state, or federal).
- ☐ **Proof of Travel**
 - Showing travel within 14 days of application or 21 days of application if needing to apply for a visa next, such as:
 - A copy of travel itinerary airline ticket
 - Or,**
 - **A Company letter**, with an original signature – Stating the applicant's name, purpose of visit, date of departure, destination, and mode of transportation
- ☐ **One (1) [Authorization Form](#) – Fully completed and signed** – it will authorize us to submit your passport application on your behalf
- ☐ **Passport Fees: (Provided by the applicant)**
 - A money order or check payable to the U.S. DEPARTMENT OF STATE for \$170.00
 - A separate payment of \$35.00 will be paid directly to the acceptance facility you present your documentation to.
- ☐ **One Full Copy of all required documents**

STEP 2 INSTRUCTIONS: GET YOUR DOCUMENTS REVIEWED BY AN AUTHORIZED GOVERNMENT PASSPORT ACCEPTANCE AGENT

Please locate the closest location using your zip code here: <https://iafdb.travel.state.gov/>

☐ **Present all the above documents from Step 1**

The fee of \$35.00 is paid at this time by credit card, check, cash, or money order.

☐ **Sign and Date Your Passport Application in front of the Acceptance Agent**

- ☐ The *Acceptance Agent* will instruct you to sign and date the print out of your completed DS-11 New Passport Application form in his/her presence (the documents must be received at our office within 5 days from the date on the application).

☐ **Sealing of Your Documents**

Once your documents have been authorized, the *Acceptance Agent* will take the documents listed below, seal them up in an envelope, and give the sealed envelope back to you.

PLEASE SEE THAT THEY SEAL THE FOLLOWING, DO NOT OPEN THE SEALED ENVELOPE,

- ☐ Completed and signed DS-11 New Passport Application form
- ☐ Two Color Passport Photos
- ☐ Original Proof of U.S. Citizenship
- ☐ Copy of Present Identification
- ☐ One Completed Authorization Form
- ☐ Proof of Travel
- ☐ Money order or check payable to the U.S. DEPARTMENT OF STATE for \$170.00

STEP 3 FINAL STEP: Once the Authorization process is complete, the agent will hand you the sealed envelope, please send the following to our office:

- ☐ Sealed Envelope
- ☐ Full Copy of ALL Documents enclosed in the sealed envelope (not required if scanned copies are provided)
- ☐ TVT Work Order

Once you have gathered the above documents please let us know and we will pick up from your office if applicable or you may ship the documents to our office at:

The VISA Team USA
Attn: Passport Department
5225 Katy Freeway Suite 323
Houston, TX 77007

Visa Access

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: _____

Applicant Signature: _____
(If the applicant is under the age of 16 the parent(s), legal guardian(s), or person legally acting in loco parentis must sign)



Order Form

The Visa Team, LLC

CWT ERM
Energy, Resources & Marine

Please complete the following fields in FULL, and send inclusive of application required documents to:

The Visa Team, 5225 Katy Freeway, Suite 323, Houston, TX 77007

TRAVELER INFORMATION		VISA SERVICE REQUESTED	
Last Name		Country	
First Name(s)		Purpose of Trip	
Job Title		Duration of Trip	
Nationality		Number of Entries	
Email Address		Travel Date	
Company Name		Date Needed	
Office/Cell #		Visa Insurance:	Replacement Coverage
Cost Center		Processing Time:	Emergency: 1-3 Business Days
Project			Express: 4-7 Business Days
Department #			Standard: 7-15 Business Days
Office Address		Do you need another visa?	YES <input type="checkbox"/> NO <input type="checkbox"/>

REQUESTOR INFORMATION		PASSPORT SERVICE REQUESTED	
Last Name		New/First Time Passport	Renewal
First Name(s)		Second Passport	Lost/Stolen/Damaged
Job Title		Name Change/Correction	Passport Card
Email Address		Travel Date	
Office Phone		Date Needed	
Notes		Processing Time:	Emergency: 1-3 Business Days
			Express: 4-7 Business Days
			Standard: 7-15 Business Days
		Passport Insurance:	Replacement Coverage

DELIVERY INFORMATION

Delivery Address:	

PAYMENT INFORMATION

Card Type:	<input type="checkbox"/> Visa	<input type="checkbox"/> MasterCard	<input type="checkbox"/> Amex
Card Number:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Expiry Date:	<input type="text"/> / <input type="text"/>	Security Code:	<input type="text"/>
		Billing Zip Code:	<input type="text"/>

I hereby authorize The Visa Team, LLC to charge a variable amount to my credit/debit card to cover the cost of my/our visa and/or passport applications, including consular/passport office charges, handling fees, and ancillary charges as detailed on The Visa Team website and accept the Terms and Conditions.

Cardholders Name:			
Signature:		Date:	

Disclaimer: As a commissioned agent The Visa Team cannot be held responsible for any losses real or notional, incurred by the actions of any embassy, passport agency or registry. Also the company cannot be held liable for any delays or losses incurred by any courier company.

*Internal Use Only

Order #		Consulate Fee		Invoice #	
Date Received:		App Assistance		FedEx	
Submission Date:		Partner		Pick-Up	
Collection Date:		Processing		Delivery	
Consultant:		Svc Fee		MO's	
Documentation Fee		Misc. Fee		Photos	
Additional Notes		Misc. Fee		Insurance	