



**Application Kit for  
Location**

**: Passport Renewal  
: Houston, USA**

**Contact our team of experts at any time : +1 713 333 8200 / [info@thevisateamusa.com](mailto: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-82 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 Signed Passport** – Cannot be expired for more than five years from the date of expiration printed in the passport.
- ☐ **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

**STEP 2: SEND/SCHEDULE A PICK UP FOR YOUR DOCUMENTS:**

- ☐ **If you are located in Houston** - please contact us to schedule an agent to personally collect your documents. This is the fastest and safest option when handling your original passport.
- ☐ For applicants located outside of Houston, please ship your documents to our office (you can request a pre-paid FedEx overnight label from our team):

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

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"/>	Security Code:	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	