



**Application Kit for
Location**

**: Second Passport/Second Passport Renewal
: Houston, USA**

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

Validity	4 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** – must have at least One (1) year remaining validity
- ☐ **Proof of Travel** – such as a copy of travel itinerary airline ticket showing all travel destinations scheduled for the next 6 months or more (if applicable)
- ☐ **Two (2) Company letters** – must be printed on the company's letterhead and contain an original signature – stating the following:
 - **First Company Letter** – must request **RUSH** processing and include the initial date needed for travel and/or date needed for visa processing.
 - **Second Company Letter** – must include details of upcoming travels and why the second passport is needed (must reflect the travel described on the itineraries provided; also include any visa processing times, if applicable)
- ☐ **Second Passport [Statement Form](#)** – Signed and dated by the applicant, the dates/destinations must reflect the travel described in the Company Letters and itineraries
- ☐ **One (1) [Authorization Form](#)** – **Fully completed and signed** – it will authorize us to submit your passport application on your behalf
- ☐ ****For a Second Passport Renewal, please follow the above requirements and include both your Primary and your Second Passport Books***

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 us):

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

Second Passport Statement

Please complete and sign the statement below regarding your request for a second passport. Include dates of travel, specific countries you plan to visit, and any other information in support of this request.

I intend to travel to:

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 mentioned above. 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 nearest U.S. Embassy/Consulate.

Name: _____
(Please Print Name Legibly)

Signature: _____ Date: _____

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"/> / <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	