

TEXAS TOWER

PASSPORT AND VISA SERVICES

2020 Montrose Blvd, Suite 400

<http://www.texastower.net>

Phone (713) 874-1420

Houston, Texas 77006

Fax (713) 874-1245

Instructions For Processing A New US Passport 16 and Under

1. **Complete one DS-11 application. Link for the online application.**
<https://pptform.state.gov/>
2. **Two identical passport size photos.**
3. **Original certified birth certificate.**
4. **Check made out to the “Department Of State” in the amount of \$140.00.**
5. **One copy of mother and father’s State issued ID. (If one of the parents cannot be present at the time of execution of the documents then a notarized Form DS-3053 is needed.)**
6. **Proof of departure.**
 - A. **Copy of airline tickets**
 - B. **Company letter of expedite. (Sample Below)**
 - C. **Travel itinerary**
7. **Two Release Letters authorizing our company to expedite your US passport request.**
8. **To expedite take all of the above documents to a local acceptance agent and have them execute the documents.**

COMPANY LETTER OF EXPEDITE
(To be used in place of airline tickets for the passport office only.)

SAMPLE ONLY

* Please type this information onto your company letterhead.
This letter can be used in place of airplane tickets or a travel itinerary.

(D A T E)

Passport Services
1919 Smith Street, Suite 1100
Houston, Texas 77002

Dear Passport Representatives,

Mr/Mrs _____ is one of our employees who is engaged as (t i t l e)

in the division of (c o m p a n y n a m e) .

Mr/Mrs _____ has an urgent, immediate international departure traveling

to (c o u n t r y n a m e) for the purpose of _____.

He/She will be departing the USA on (d e p a r t u r e d a t e).

Mr/Mrs _____ will be traveling on (n a m e o f a i r l i n e)

and will be staying in (c o u n t r y n a m e) for a period of (d u r a t i o n). We

appreciate your immediate assistance in the issuance of a passport. Please expedite passport at your earliest convenience.

Very truly yours,

(Persons signature of whom authorizes this trip)

*You can not sign your own letter.

ORDER FORM

**Print this form, fill it out and send it to us with your information
DO NOT PUT THIS FORM IN THE GOVERNMENT SEALED ENVELOPE**

Name(s) in passport/application(s): _____

Maiden Name: _____

Shipping address and phone number
for Federal Express Delivery:

Address for Saturday Delivery: (if needed)

Phone: _____ E-Mail _____

Have Federal Express deliver without a signature? (circle one) YES NO

Phone numbers: Work _____ Home: _____ Other: _____

Date of Birth(s): _____

Date of Departure from the US: _____

Payment Information (please fill in)

US Government Fees (per person)

US Government Fee

\$ _____

New / Lost Passport

Texas Tower Fee

\$ _____

(in sealed envelope)

Return Delivery Fee

\$ _____

Renewal \$170.00

Total

\$ _____

Extra Pages \$142.00

Name Change \$170.00

Texas Tower processed my birth certificate (no service fees needed above).

Credit Card Number:

Texas Tower Fees

\$89.00 4-7 business days

\$158.00 1-3 business days RUSH

\$ 225.00 Same Day Processing ** (You must send your package by Fed Ex Priority Overnight First with Signature Release.

C V V: _____

Return Delivery Fee:

Federal Express Weekday: \$35.00

Federal Express Overnight First: 75.00

Federal Express Saturday \$75.00

Expires: _____

Signature _____

Airport to Airport

Hobby: \$180.00

Bush: \$180.00

We accept checks, money orders, cashiers checks ,Visa, Mastercard, American Express and Discover.

Texas Tower or any of its agents are not responsible for mistakes or delays from passport offices, consulates, embassies travel agents, overnight courier services, or vital records departments. I understand that the passport office or above agencies can delay or deny passports, visas or birth certificates at their own discretion.

A BIRTH CERTIFICATE

2020 Montrose Blvd, Suite 400
Houston, Texas 77006
Phone No.: (713) 874-1420
Fax No.: (713) 874-1245

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 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: A BIRTH CERTIFICATE

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)