

Texas Tower Passports & Visas

2020 Montrose Blvd. Suite 400

Houston, TX 77006

[Phone \(713\) 874-1420](tel:7138741420)

Applying for a new passport is a **three step** process:

Step 1:

Gather the following:

- One completed new passport application. This must be completed on-line at the Department of State's passport portal at <https://pptform.state.gov>. After printing the application do **not sign the application just yet.**

Please make a copy of your DS-11 to include with your Texas Tower order form!

- Two passport type photos. We recommend that you have these pictures taken by a facility familiar with passport photo requirements such as Walgreens, CVS, Kinko's, etc.
- Proof of U.S. citizenship which may be one of the following:
 - **Original** U.S. issued birth certificate
 - **Original** U.S. Naturalization Document
 - An expired U.S. passport that was issued for 10 years
- Two letters (attached below) authorizing Texas Tower to act on your behalf at the Passport Agency. **Please place one inside the sealed envelope and leave one out for us separately.**

Step 2:

Take above documents to:

- An authorized Passport Agency Deputy (**aka a local United States Post Office**). You can find a complete list of agencies at <http://iafdb.travel.state.gov>. You'll likely need to make an appointment in advance.

Please note that the Passport Agency Deputy is required to charge an execution fee of \$25.00 and should be paid separately from the Passport Agency fees.

- The Passport Agency Deputy will collect all of the above documents in step 1, **witness you signing your passport application** and place into an envelope that will be sealed by the Deputy. **Do not open this envelope once sealed as it will void your application.**

Inform the clerk you will forward the sealed envelope to a service in Houston for processing.

Step 3:

Mail your sealed application to us and also include:

- One Texas Tower order form (found on the next page).
Do not put this into the sealed package.

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If you have any questions regarding the process feel free to email us at info@texastower.net

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

NEED BACK DATE: ____/____/____/, **Date of Departure from the USA:** ____/____/____/

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

Maiden Name (if applicable): _____

Date of Birth(s): _____

Shipping address: _____

Phone: _____ E-Mail: _____

Payment Information:

A) Embassy or State Department/USA Passport fee

B) Texas Tower Service Fees (See specific webpage for pricing)

C) Return Delivery Fee:

Federal Express Standard Overnight: \$35.00

Federal Express First Overnight: 75.00

Federal Express Saturday \$50.00

Airport Delivery - Hobby: \$180.00, Bush: \$180.00

A) Embassy or US Passport Agency fee \$ _____

B) Texas Tower Service Fee \$ _____

C) Return Delivery Fee \$ _____

Money order fee **\$5.00** _____

Total: **\$** _____

Credit Card Number, CCV, Expiration:

_____ CCV: _____ Expiration: ____/____

Signature: _____

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)