



U.S. PASSPORT - MINOR

Ship or Bring in the Following:

Check List: The letters in the check list correspond to the detailed requirements on the following pages.

- A) Complete & Print the DS-11 Passport Application Form *(Do Not Sign)*
- B) Complete (1) Original Letter of Authorization Form
- C) (2) Passport-Size Photographs
- D) Proof of U.S. Citizenship *(Birth Certificate or Naturalization Certificate)*
- E) Copy of Both Parents Driver's License Front & Back on same side of paper for each parent.
- F) Proof of Travel
- G) Government Fees
- H) Complete the Passport & Visa Company Order Form & Payment
- I) Quality Check Complete by TPAVC Staff
- J) Sealed Envelope from Acceptance Agency
- K) Ship Fed-Ex Overnight

SERVICE OPTIONS			
Business Days	7-9	4-6	*1 - 3
TPAVC Processing Fee	\$150	\$250	\$350
Government Passport Fee	\$140	\$140	\$140
Government Signature Witnessing Fee	\$35	\$35	\$35
**Total Fee	\$325	\$425	\$525
* Important: For 1-3 day issuance and reservation, please contact TPAVC, 888.551.0019			
**Additional Shipping Fee applied to all services. IN STATE (TX) \$35. All other in USA is \$45. Includes up to (3) passports per package. Saturday deliveries (where available) \$50.			

Please Note:

- 1) This is a check list, please reference detailed requirements or contact TPAVC for clarification.
- 2) US Adult Passports are valid for 10 years, you may still need additional documents to travel to certain countries.
- 3) Passport issuance is at the discretion of the United States Department of State.
- 4) State Department and processing fees are subject to change without notice.

TPAVC Shipping Address

4005 Banister Lane, Building C, Suite 190C, Austin, TX 78704
Hours: Monday through Friday 8:00 a.m. - 4:30 p.m.
E-mail Address: info@tpavc.com

Contact TPAVC for Assistance:

United States: 888.551.0019
Direct: 512.469.5509
Direct: 713.568.4646