



## ADDING EXTRA PAGES TO YOUR U.S. PASSPORT

### You should add extra pages to your U.S. Passport if:

- Your passport pages are full
- You travel frequently and need a new passport

#### NOTE:

- There is no fee for this service **UNLESS** you require expedited service

### You need the following:



SEND THE FOLLOWING DOCUMENTS TO **IAG** FOR PROCESSING

#### 1. If your passport pages are full:

Completed **Form DS-4085**. You may print the application form directly our web [www.passportdocs.com](http://www.passportdocs.com) . Be sure to sign and date your application.

#### 2. Attach to it:

Your current passport in your possession. The passport must be signed

#### 3. Proof of departure for rush or emergency service

You must send one of the following:

- Two copies of your plane ticket showing departure date (preferable)
- Two copies of your itinerary from the travel agent or airline
- If you do not have a ticket or itinerary, and if this a business trip, you may present a business letter from your employer (Please contact us for details and a sample letter).

#### 4. Service Fees

##### Government Fees:

The fee for expedited service is \$60. Enclose the \$60 expedite fee in the form of a personal check or money order. Make one check payable to US Department of State: include your date of birth on the check or money order. Personal checks must show a printed address.

##### IAG Service Fee:



[Click here](#) for Passport Service Fee.

Please contact **IAG** at (202) 349-1454 or 1-866-727-7362 for further instructions and price.

Note: Government and shipping fees are separate.

Emergency Service..... If issue is required in 12/48 Business Hours (By appointment only)  
 Urgent Service..... If issue is required in 3 - 6 business days (By appointment only)  
 Express Service..... If issue is required in 7 - 15 days

The fee payment to Inter-American Group, Inc (**IAG**) can be paid by **VISA, MASTERCARD, MONEY ORDER, COMPANY CHECK or CASHIER CHECK**, payable to "Inter-American



Group, Inc. (**IAG**). Include credit card authorization. You will receive a copy of the credit card receipt with your completed documentation.

## 5. - Two Letters of Authorization

Print two copies of the letter of authorization which is located at the end of these instructions.

Not be photo copies or faxes. These letters must have original signatures. **Please sign with blue ink.**

**Note:** Most Passport Agencies now accept applications only by appointment. To make an appointment for processing please contact **IAG** at (202) 349-1454 as soon as possible to reserve your emergency processing space. Washington, D.C. requires all rush processing requests to be pre-scheduled.



### SHIPPING OF APPLICATION

**USE IAG Order Form.**

Print out and completed the **IAG** Customer Order Form

The **IAG** customer Order Form is what we use to determine which priority your application will received, which procedure we must use to get your application done in time four your travel dates. Without the Customer Order Form we do not know what service you are asking for, where to return your completed package and how to get in contact with the applicant. When you have ready all U.S. passport application material please send your package to:

#### **IAG – Passport and Visas Services**

1701 Pennsylvania Ave. N.W. Suite 300  
Washington, D.C. 20006  
Phone: (202) 349-1454

#### **Please send the following in the package:**

- **DS-4085** Application form
- Your **current passport** in your possession. (The passport must be signed)
- The signed letter of authorization and the copy of the proof of departure
- Check or Money Order \$60 payable to US Department of State
- The **IAG** Customer Order Form.
- **IAG** service fee

**Return Shipping Fee:** Please check with [www.FedEx.com](http://www.FedEx.com) for the exact amount of shipping prices. Then add the total amount with your service fees. You can also include a prepaid air bill with your credit card number or your FedEx account number. To receive your passport as soon as possible, we strongly suggest that you arrange overnight delivery service for sending your application and returning your passport. For Saturday Delivery please verify if FedEx provides this service in your local area.

**IAG** is not responsible for any loss or delays incurred for shipments consigned to these or any other delivery services.

**SPECIAL DELIVERY:** For Airport Delivery additional fees will apply.

Reagan National Airport - DCA..... \$70.00 per delivery + airline cargo fee

Dulles Airport - IAD..... \$120.00 per delivery + airline cargo fee

**IAG** is not responsible for any loss or delays incurred for shipments consigned to these or any other delivery services.

**NOTE:** Passport Agency officials may request additional documentation at their discretion and in declining issuance of travel documents may not in some instances disclose the reason for denial of a passport. **IAG** cannot be held responsible for delays in processing due to incomplete, inaccurate, or missing documentation including but not limited to missing or incorrect proof of identity, proof of U.S. Citizenship, proof of travel, missing photographs, or incorrect passport execution fees. **IAG** cannot be held responsible for the actions and/or decisions made by the U.S. Passport Agency. Should your application be rejected for whatever reason, you bear the cost of return shipment of your documents and all expediting fees are not-refundable: No exceptions. Compensation is not available. **IAG** will not be responsible for loss or delay caused by events that we cannot control, including but not limited to acts of God, weather conditions, acts of public enemies, war, strikes, civil commotions, or acts or omissions of public authorities (including passport and embassy consular officials) with actual or apparent authority. **IAG** is not responsible for any documents inadvertently held or lost by consulates or US Government Agencies. Should this occur, which is highly unlikely, we will work to recover the documents from the agency or consulate. **IAG** makes no other warranties, expressed or implied. In no event will **IAG** be liable for any indirect, incidental, or consequential damages. Further, **IAG's** total liability with respect to each passport application shall be limited to the amount of the **IAG's** service fee paid by you.

All services are limited to time standards of the U.S Government business hours.  
BY SENDING AN APPLICATION TO **IAG**, YOU ACCEPT THE ABOVE CONDITIONS.





1701 Pennsylvania Ave NW Suite 300  
Washington, D.C. 20006  
(202) 349-1454 or 1-866-727-7362 fax (202) 356-7123  
[www.passportdocs.com](http://www.passportdocs.com)

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## PASSPORT AUTHORIZATION LETTER

Date: \_\_\_\_\_

**Passport Services  
US Passport Office  
Washington, D.C.**

I \_\_\_\_\_, hereby grant a representative of Inter-American Group, Inc, “IAG”, to process my application for US Passport, to pickup my completed passport when it is ready and to discuss all matters with the Department of State pertaining to the processing of my passport application and issuance of my passport.

Sincerely,

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**Passport Holder Only**

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Place of Birth: \_\_\_\_\_

Contact phone number is: \_\_\_\_\_

Date of departure from U.S: \_\_\_\_\_

Countries to travel to: \_\_\_\_\_

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Note to Applicant:

**These letters must have original signatures.** Note that faxes or photocopies are not accepted. Original signature is required. Please sign with blue ink. It is illegal for any person other than the applicant to sign this passport document. A husband may not sign on behalf of his wife, or vice versa. **IAG** - Inter-American Group, Inc ([www.passportdocs.com](http://www.passportdocs.com)) acts only as an agent on behalf of the applicant. Agency officials may request additional documentation at their discretion.

