

CHANGES/CORRECTING INFORMATION IN YOUR CURRENT VALID PASSPORT

Effective September 26, 2005, as an additional fraud prevention measure, Passport Services will no longer amend currently valid passports. Instead, customers will be issued replacement passports. Regarding forms and timelines for name-changes and any other descriptive information changes, as well as for the correction of any printing errors:

- [DS-5504, U.S. Passport Re-Application Form](#) is a new form to be used within one year of passport issuance
- [DS-82, U.S. Passport Application Form](#) After one year of the passport issuance date.

You need the following:



SEND THE FOLLOWING DOCUMENTS TO IAG FOR PROCESSING

1. Your completed U.S. Form DS-5504 or DS-82 according with the timelessness of the date of previously issued.

Please type or print legibly in black ink when completing all sections of appropriate application. You can acquire this form from your local county clerk's office or post office or you may print the application form directly from our web www.passportdocs.com . Be sure to sign and date your application.

2. Attach to it:

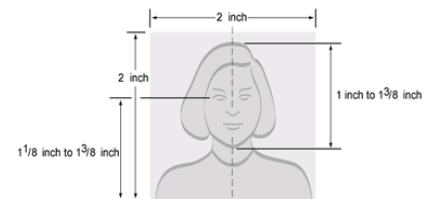
- Your current passport in your possession. The passport must be signed.
- Photocopy of your ID.
- The documentation required for the change. Any required additional evidence.

NOTE:

- Your previous passport will be returned to you with your new renewal.
- If your name has changed since your passport was issued:
- Enclose a certified copy of the legal document specifying your name change (e.g. marriage certificate, divorce decree, adoption decree, or court order). No photocopies accepted.
- **If your name has changed by other means, you must apply in person, under the regulations that apply to first time applicants.**

3. Two Passport Photographs which must be:

- Identical and 2x2 inches in size
- Taken within the past 6 months, showing current appearance.
- Color or black and white
- Full face, front view with a plain white or off-white background
- Between 1 inch and 1 3/8 inches from the bottom of the chin to the top of the head
- Taken in normal street attire. Uniforms should not be worn in photos except religious attire that is worn daily.



- Do not wear a hat or headgear that obscures the hair or hairline. If you normally wear prescription glasses, a hearing device, wig or similar articles, they should be worn for your picture.
- Dark glasses or nonprescription glasses with tinted lenses are not acceptable unless you need them for medical reasons. A medical certificate may be required.
NOTE: Vending machine photos are generally not acceptable. We strongly recommend not sending digital photos.

4. 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).

5. Service Fees

Government Fees:

- [DS-5504, U.S. Passport Re-Application Form](#) is a new form to be used within one year of passport issuance. There is no government fee **UNLESS** you require expedited service. The fee for expedited service is \$60.
- [DS-82, U.S. Passport Application Form](#) After one year of the passport issuance date. **Age 16 and older:** The total passport fee is \$135*.
- *The \$135 portion is comprised of a government expedite fee of \$60, a government processing fee of \$, and \$20 for security surcharge.
- 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.



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-5504 or DS-82** Application form according with your request.
- Original Documents that support your application
- Your **current passport** in your possession. The passport must be signed.
- **Government fee.**
- **IAG service fee.**
- **Copy of your ID** (driver License)
- The signed **letter of authorization**
- The copy of the **proof of departure**
- The **IAG** Customer Order Form

Return Shipping Fee: Please check with 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

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: _____

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) acts only as an agent on behalf of the applicant. Agency officials may request additional documentation at their discretion.

