



Surrogate Passport Order Form/Worksheet

Thank you for the order you are about to complete allowing Passport Visa Advisors to help you with your baby (or babies) expedited US passport process. Since your family is leaving the US in only a few weeks and your time is critical we offer three passport expediting options to get you home as quickly as possible.

Option 1 requires the parents and the child/children to appear at one of the 7,500 Acceptance Agencies around the USA, usually a Post Office where the agent will confirm the baby is a US citizen, that the parents are properly identified, that all documents, photos, fees, etc. are in order. The process takes 15 minutes, and when done the IPs FedEx PVA their documents and the passport is completed in either 3-4 days (Option 1A) or 5-7 days (Option 1B).

Option 2 requires the parents and child/children to appear at one of 26 US Passport Agencies in the USA. The processing takes about 45-60 minutes, and the passport is usually issued the following day, however one of the parents will need to return in person to pick up the passport when done. In either option travel must be within two weeks if a visa, e-visa, or ETA is not required, four weeks if so.

Option 1A - \$1425/singleton and \$2650/twins (inclusive)

Option 1B - \$1250/singleton and \$2325/twins (inclusive)

- Option 1A is the fastest PVA service, we have 3-4 business days. These clients are submitted to the Passport Agency ahead of Option 1B clients, which is our 5-7 business day service.
- Complete passport application kit sent to the IPs overnighted via FedEx and include:
 - Printed application, SSN, Authorization letters, passport photos, passport fees and all overnight shipping envelope and air bills.
- PVA will make the IPs Acceptance Agency appointment
- Complete written instructions detailing the application process
- Zoom/Skype video calls prior to travel to the States to discuss IPs situation
- Dedicated passport specialists available to address the IPs needs 9AM-7PM EDT M-F
- Emails and WhatsApp monitoring and responded to on weekends and afterhours
- Hand-delivery of the child's documents into the passport agency
- Status checks to keep IPs updated on the status of their child's application
- Secure passport image sent to IP/s prior to return shipping
- IP's email will be added to FedEx return tracking, notifying of pick-up and delivery

Option 2 - \$825/singleton and \$1450/twins (inclusive)

- PVA secures a Passport Appointment secured at a regional Passport Agency of your choice*
- Complete passport application kit sent overnighted to the IP via FedEx including:
 - Printed passport photos the IPs can take at home on their smart phone
 - Passport Application fees - \$195 for singletons and \$390 for twins
- Complete written instructions detailing the application process
- Zoom/Skype video calls prior to travel to the States to discuss IPs situation (cont.)
- Dedicated passport specialists available to address the IPs needs 9AM-7PM EDT M-F
- Emails and WhatsApp monitoring and responded to on weekends and afterhours

- **Note*:** Option 2 Passport Agency appointments are very popular and are based on availability. PVA will only be able to contact the Passport Agency within thirteen calendar days of the date of departure and the actual appointment will probably be within a few business days before departure. If no appointments are available, PVA will try to secure another appointment elsewhere however if this option is unacceptable, Option 1 is available at the above offered price.
- Disclaimer: Passport Visa Advisors has no say in the issuance of the US Passport, nor any shipping delays by FedEx or UPS. Further if the parent changes their departure date after the application has been submitted, they do so at their own risk

1.0 – Contact Information

Primary Contact Information _____ Relationship to applicant/s _____

Phone number _____ email _____

1.1 – Basic Information

Baby's DOB _____ Departure from the USA _____ Birth Certificate in hand _____

Was an SSN applied for? _____ If yes, has the card been issued and in your possession? _____

What Parents name/s are on the birth certificate? _____

1.2 – Singleton or Twin 1 Information

Baby's First Name _____ Baby's Middle Name _____

Baby's Last Name _____ Any
Previous Names

City and State of Birth _____ Social Security Number (if applicable) _____

Gender _____ Hair Color _____ Eye Color _____ Length (2.54cm = 1") _____

1.3 – Twin 2 Information – if applicable

Baby's First Name _____ Baby's Middle Name _____

Baby's Last Name _____ Any
Previous Names

City and State of Birth _____ Social Security Number (if applicable) _____

Gender _____ Hair Color _____ Eye Color _____ Length (2.54cm = 1") _____

1.4 – USA Mailing Address

Street Address _____ Apartment/Unit _____

City _____ State _____ Zip Code/Postal Code _____

1.5 – International Permanent Home Address

Street Address _____ Apartment/Unit _____

City _____ State _____ Postal Code _____ Country _____

1.6 – Contact Information – For the Passport Agency

Domestic Phone number (if any) _____ International Phone Number _____

email _____

1.7 – Travel Plans

Date of Departure from the USA _____ International Destination (from the USA) _____

1.8 – Emergency Contact (Required US contact)

Full Name _____ Relationship (to baby) _____

Street Address _____ Apartment/Unit _____

City _____ State _____ Zip Code/Postal Code _____ Phone _____

1.9 – Parent 1 Information

Parent 1 Full Name per Passport _____ Gender _____

Parent 1 Last Name (at their birth) _____ US Citizen? _____

Date of Birth (mm/dd/yyyy) _____ City & Country of Birth _____

1.10 – Parent 2 Information

Parent 2 Full Name per Passport _____ Gender _____

Parent 2 Last Name (at their birth) _____ US Citizen? _____

Date of Birth (mm/dd/yyyy) _____ City & Country of Birth _____

End of Option 1 Questions – Proceed to Payment

Payment should be made to complete this worksheet/order form. Our Square system would provide you a receipt and we would be notified of your payment. Please note that PVA is unable to send the passport back without payment in full, however we can release the passport with prior approval of an escrow check to be issued by your attorney.

LOCAL ACCEPTANCE AGENCY SUBMISSION/PVA PASSPORT SUBMISSION

[All-inclusive Option 1A Passport
Application Service – Singleton - \\$1425](#)

[All-inclusive Option 1A Passport
Application Services – Twins - \\$2650](#)

[All-inclusive Option 1B Passport
Application Service – Singleton - \\$1250](#)

[All-inclusive Option 1B Passport
Application Services – Twins - \\$2325](#)

Next Steps:

- Once the PVA worksheet is complete, save it to your computer
- Collect the following documents:
 - Smartphone photo you have taken of your baby (on a white sheet, wearing a shirt, hands away from face)
 - Smartphone photo of your passports and the baby's birth certificate
 - Email flight itinerary from the USA
- Make payment from links above

2.0 – Additional Questions required for Option 2

Date of Departure from the USA (this date can't be more than two weeks from the app't date)

US City of Departure

Zip Code in City of Departure

Airport Code

Airline

Record locator number (e.g., ETF74L)

Create a PIN (4 digits)

First three letters in the Baby's Last Name

First three letters of Baby's city of birth

2.0 – Additional Questions required for Option 2 (cont.)

List two other Agencies you would be willing to travel to for the passport _____

Would you consider a Passport Agency appointment on the date of departure if it's the only option? (Assuming travel is on a weekday and your departure is late enough in the day _____)

2.1 – End of Option 2 Questions – Proceed to Payment

Payment should be made to complete this worksheet/order form. Our Square system would provide you a receipt and we would be notified of your payment. Please note that PVA is unable to send the passport back without payment in full, however we can release the passport with prior approval of an escrow check to be issued by your attorney.

IN-PERSON APPEARANCE / PASSPORT AGENCY SUBMISSION

[Client In-Person Passport Agency
Appointment Service – Singleton - \\$825](#)

[Client In-Person Passport Agency
Appointment Service – Twins - \\$1450](#)

Next Steps:

- Once the PVA worksheet is complete, save it to your computer
- Collect the following documents:
 - Smartphone photo you have taken of your baby (on a white sheet, wearing a shirt, hands away from face)
 - Smartphone photo of your passports and the baby's birth certificate
 - Email flight itinerary from the USA
- Make payment from links above
- [Upload all your documents securely via this link](#)

Keep in mind the main difference between Option 1 & 2 is with Option 1 the parents are submitting at an Acceptance Agency and sending to PVA to process, whereas with Option 2, the parents are applying at a Passport Agency and the passport should be completed on the same day. Option 1 also costs more than Option 2.

The features of Option 1 are a local submission w/ completed in 15 minutes and 4-5-day lead times via PVA
The features of Option 2 are one day submission at one of the 26 Passport Agencies in the USA

Questions? Please contact Marc Gilland or Catie Gilland-Smith at 704.246.6373, or via email at

cgilland-smith@passportvisaadvisors.com or mgilland@passportvisaadvisors.com

SkypeID marc.gilland