



THEPASSPORT&
VISA COMPANY

&

GLOBAL  ENTRY
TRUSTED TRAVELER NETWORK

Presents
“KNOW **BEFORE** YOU GO”
PART I



THE PASSPORT &
VISA COMPANY

“KNOW **BEFORE** YOU GO”
PART 1

4005C BANISTER LANE, STE. 190C, AUSTIN, TX 78704
AUSTIN | DALLAS | HOUSTON | DENVER
512. 469.5909 | 888.551.0019 | WWW.TPAVC.COM

AGENDA

Day & Date: **TBD** Time: **TBD**
Duration **1.5 Hours with Q&A session**



Today You Will Learn About....

- **About TPAVC & Global Entry Program**
- **Proper Travel Documents**
- **Passport versus Travel Visa?**
- **Type of Passports**
 - **Issuance Requirements & Time Frames**
 - **Fees: Government & Expedited**
 - **Passport Book vs. Passport Card**
 - **28 Page vs. 52 page passport**
- **Lost or Stolen Passport**
- **Travel Visas**
 - **Visa Requirements U.S. Citizens & Foreign Nationals residing in U.S.**
 - **Requirements & Issuance Time Frames**
 - **Jurisdiction restrictions**
- **Helpful websites: STEP Program, U.S. Embassies Abroad , Currency Converter, travel advisories & warnings**
- **Q&A Session & Feedback**

About The Passport & Visa Company

“Connecting Countries”



THEPASSPORT &
VISA COMPANY

“25 Years of Service”

About The Passport & Visa Company

“Connecting Countries”



- The Passport & Visa Company’s (TPAVC) team is experienced with the time sensitivities presented by our client’s demanding travel needs.
- With over 25 years of experience, TPAVC works closely with the U.S. State Department, U.S. Passport Agency, and Foreign Embassies and Consulates to expedite your travel documents.
- TPAVC upholds the highest level of security when handling sensitive documents and information. Our internal processes have been developed to ensure our clients’ private data is always protected.
- TPAVC’s quality control management process is applied to each and every application with an industry high “Acceptance Rating” of applications to government agencies.
- Consultative servicing to assist our clients with their unique and specific travel needs.



Account Program Benefits

- **20% Account Program discount on processing fees**
 - Employees & immediate family members of employees
- **“Zero” overnight shipping fees within jurisdiction**
- **No ancillary miscellaneous fees for copies, faxing etc.**
- **Concierge Services includes:**
 - On-Site Pick-up & Delivery
 - Quality Review of Applications and documentation
 - On-Site Passport & Travel Visa photograph sessions
 - Available after standard business hours: 7 X 24
- **Unlimited on-site educational seminars**
- **Unlimited consultative information for all nationalities**

International Document Specialist

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PASSPORTS

- Preparation and review of required documents for successful application submissions.
- **Passport processing times and Fees:** First Time Passport, Renewed Passport, Children Passports, Lost/Stolen Passport, Second Passport, and Additional pages
- Standard processing, same-day and next day issuances
- Registered agent with U.S. State Department and established relationships with Passport Agencies
- Secured document handling via hand-carry issuance and management

Passport & Visa Services

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Fast, Secure & Professional Passport & **Visa** Documents

| Passport Services | Travel Visa Services |
|--|---|
| <ul style="list-style-type: none">❖ New Passports❖ Passport Renewals❖ Child Passports❖ Additional “Visa” Pages❖ Lost/Stolen Passports❖ Name Changes❖ Mutilated Passports | <ul style="list-style-type: none">❖ Visa for most countries❖ Business Visas❖ Tourist Visas❖ Student Visas❖ Transit Visas❖ Foreign National Visas❖ Special Visas |

What is the difference between a Passport & Visa?

- A **Passport** indicates your citizenship and nationality and ensures passage into the United States.
- A **Visa** is a formal permission to enter a foreign country granted by the foreign government you are entering. Requirement of a Travel Visa is based on reciprocity agreements (political/diplomatic). This relationship governs whether a visa is required or NOT. It is a stamped or affixed label inside a page of your passport.

Adult U.S. Passport Book "10" Years

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- Must be in "good" condition for travel.
- Damaged Passport: Tattered or torn, missing pages, scribbled on or crossed out pages, dog chewed or defaced will invalidate a passport making it invalid for entry or exit to country
- Six months of remaining validity from date of entry is "rule of thumb" for travel.

Signature (same as check signature)

Passport Number

Issuance Date: 07DEC2012
Expiration Date: 06DEC2022

Passport Emergency Information

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PERSONAL DATA AND EMERGENCY CONTACT

FOR YOUR PROTECTION, COMPLETE THE INFORMATION REQUESTED BELOW USING PENCIL. PLEASE KEEP THESE ENTRIES UP TO DATE.

BEARER'S ADDRESS IN THE UNITED STATES:
ADRESSE DU TITULAIRE AUX ETATS-UNIS:
DIRECCION DEL PORTADOR EN LOS ESTADOS UNIDOS:

BEARER'S FOREIGN ADDRESS:
ADRESSE DU TITULAIRE A L'ETRANGER:
DIRECCION DEL PORTADOR EN EL EXTRANJERO:

IN CASE OF EMERGENCY, NOTIFY THE NEAREST AMERICAN EMBASSY OR CONSULATE OR THE STATE DEPARTMENT, OFFICE OF AMERICAN CITIZENS SERVICES AND CRISIS MANAGEMENT, AT 202-647-5225, AND THE EMERGENCY CONTACT YOU NAME BELOW:

EN CAS D'URGENCE, PRIERE D'AVISER L'AMBASSADE OU LE CONSULAT DES ETATS-UNIS LE PLUS PROCHE OU LE BUREAU DES SERVICES AUX CITOYENS AMERICAINS ET DE REPONSE AUX CRISES DU DEPARTMENT D'ETAT, AU 202-647-5225, AINSI QUE LA PERSONNE QUE VOUS DESIGNEZ CI-DESSOUS.

EN CASO DE EMERGENCIA, NOTIFIQUE A LA EMBAJADA O CONSULADO DE LOS ESTADOS UNIDOS MAS CERCANO, O AL CENTRO DE EMERGENCIA PARA CIUDADANOS Y GESTION DE CRISIS, DEPARTAMENTO DE ESTADO, POR EL TELEFONO 202-647-5225, Y A LA PERSONA QUE SE INDICA A CONTINUACION.

Name / Nom / Nombre
Address / Adresse / Dirección
Telephone / Téléphone / Teléfono

IMPORTANT INFORMATION REGARDING YOUR PASSPORT

THIS PASSPORT IS NOT VALID UNLESS SIGNED BY THE BEARER IN THE AREA DESIGNATED ON PAGE THREE.

IT IS UNLAWFUL for any person other than the original, lawful recipient to use this passport. Use of this passport in contravention of passport regulations or of the conditions or restrictions set out in the passport, or for travel to countries where a U.S. passport is not valid is a felony (Title 18, U.S. Code, Section 1544). For further information, contact the nearest U.S. embassy or consulate, or the Department of State, Office of Passport Policy and Legal Advisory Services, at the telephone number listed at www.travel.state.gov

U.S. GOVERNMENT PROPERTY This passport is the property of the United States (Title 22, Code of Federal Regulations, Section 51.9). It must be surrendered upon demand made by an authorized representative of the United States Government.

LOSS OR THEFT The loss, theft, or destruction of a passport should be reported immediately to local police authorities and to Passport Services, CLASP Unit, Washington, D.C. 20522-1705, or, if overseas, to the nearest U.S. embassy or consulate. Your passport is a valuable citizenship and identification document. It should be carefully safeguarded.

ALTERATION OR MUTILATION OF PASSPORT This passport must not be altered or mutilated in any way. Alteration could make the passport invalid, and if willful, may subject you to prosecution (Title 18, U.S. Code, Section 1543). Only authorized officials of the United States or of foreign countries may place stamps or make notations or additions in this passport. You may amend or update personal information for your own convenience on the adjoining PERSONAL DATA AND EMERGENCY CONTACT page.

Complete Personal Data & emergency contact in **“Pencil”**

Keep information current

If Lost/Stolen file a police report with local officials or police department.

TIPS:

*Travel with a photo copy of your **Credential Page** and keep separate from passport in a safe place. Keep a copy at home and/or on your computer for your emergency contact or family members.*

Travel with a copy of your birth certificate.

Always keep your passport on your person if possible.

U.S. Passport Adult New - REQUIREMENTS

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1. Submission of **Original** certified birth certificate issued by City, State, or County of birth (**long form**) or naturalization certificate. (*Photo copies, notarized copies, hospital or novelty records are unacceptable*).
2. Complete (1) DS-11 Government Application Form (on-line). **Unsigned**.
3. (2) Letter of Authorizations for expedited representation and hand-carry applicants
4. (2) Passport-Size Photos, must be recent, in color, white background
5. Valid State Identification (*Drivers License*)
6. Travel Itinerary showing round trip travel and for upcoming departure if expediting. (*purchased airline tickets are not necessary*)
7. *Government fee \$110 or \$170 if expedited + Processing Fee (refer to pg. 15)*
8. *Witnessing fee: \$25*

U.S. Passport Renewal - REQUIREMENTS

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1. Must have most recent expired passport to apply for a Passport Renewal. A valid lost or damaged passport will require a new application.
2. Complete (1) DS-82 Government Application Form (on-line)
3. (2) Letter of Authorizations for expedited representation and hand-carry applicants
4. (2) Passport Size Photos, must be recent and in color
5. Travel Itinerary showing round trip travel and for upcoming departure (*purchased airline tickets are not necessary*)
6. *Government fee \$110 or \$170 if expedited + Processing Fee (refer to pg. 15)*

Minor U.S. Passport

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Valid for “5” Years from date of issuance



- All minors regardless of age must have their own passport (*Newborn up to age of 16 years of age.*)
- A Child if able to sign, can sign their own passport. Otherwise, the child’s name is hand printed followed by parenthesis parents name printed followed by Mother or Father.

Signature (*hand print child name, then signed by mother or father in parenthesis*)

Passport Number

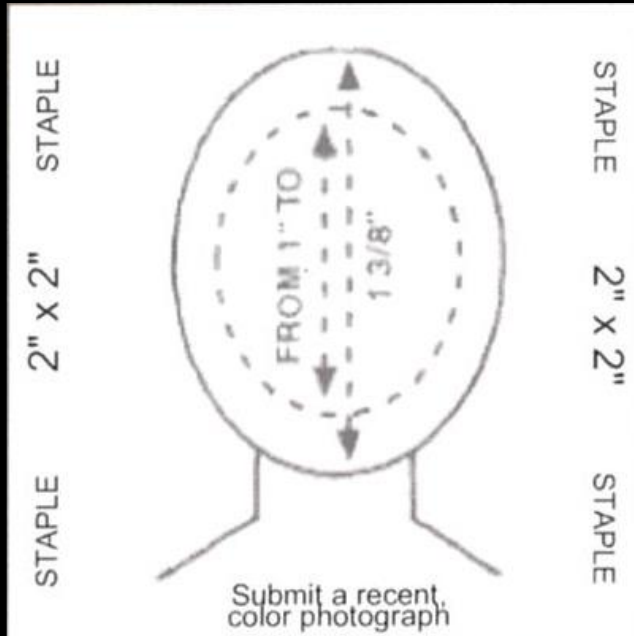
Issuance Date: 14JAN2013
Expiration Date: 13JAN2018

Passport Photographs

“Your Passport & Visa Expeditors”



Example



- Submit two recent color U.S. Passport size photographs
- U.S. Passport photograph size: 2" X 2"
- Background color : White, only
- Face image: Must face forward head image 1" to 1" 3/8"
- No objects can be worn obstructing face: example; hats, scarf's, turbans (*unless worn for religious purposes*).

PASSPORT GOVERNMENT FEES

“Your Passport & Visa Expeditors”



| Passport Type (Book or Card) | Passport Fee | Acceptance Fee | Gov. Expedite Fee | Total Fee |
|------------------------------------|---------------------|-----------------------|------------------------------|------------------|
| PASSPORT BOOK | | | | |
| Adults: First Time (age 16 & Over) | \$110 | \$25 or \$28 | \$60 * only if expediting | \$195 - \$198 |
| Adult Renewal | \$110 | N/A | \$60 *only if expediting | \$170 |
| Minor Passport (under 16) | \$80 | \$25 | \$60 *only if expediting | \$165 |
| Additional Visa Pages | \$82 | \$0 | \$60 *only if expediting | \$142 |
| PASSPORT CARD | | | | |
| | Passport Fee | Acceptance Fee | Gov. Expedite Fee | Total Fee |
| Adult Passport Card New | \$30 | \$25 | \$60 *only if expediting | \$115 |
| Adult Passport Card Renewal | \$30 | N/A | \$60 *only if expediting | \$90 |
| Minors (under age 16) | \$15 | \$25 | \$60 *only if expediting | \$80 |

TPAVC EXPEDITING FEES

“Your Passport & Visa Expeditors”



PASSPORT BOOK OR PASSPORT CARD Includes:

New Adult Passport, Passport Renewal, Minor Passport, Name Change, Lost/Stolen/Damaged (same as new), & Secondary

| Processing/Service | TPAVC FEE Note: | * Shipping | Photographs |
|---|--------------------|------------------------|-------------|
| 24 Hours Overnight First Priority Shipping | \$300 (+ Gov. Fee) | FREE w/Account Program | \$10 |
| 2 to 5 Bus. Days | \$200 (+ Gov. Fee) | FREE w/Account Program | \$10 |
| 6 to 9 Bus. Days | \$100 (+ Gov. Fee) | FREE w/Account Program | \$10 |
| 10 – 14 Bus. Days | \$75 (+ Gov. Fee) | FREE w/Account Program | \$10 |

**Account Program Benefits*

Travel Warnings & Advisories

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- Travel Warnings: http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html
- Travel Advisories: http://travel.state.gov/travel/cis_pa_tw/pa/pa_1766.html
- Embassies and Consulates: http://travel.state.gov/travel/travel_1744.html

Note: Travel Security and Duty of Care is covered in greater depth in Know Before You Go – Part II

Currency Converter

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<http://www.xe.com/ucc/>

XE Quick Cross Rates Add a currency ...

Auto-refresh 10x
0 : 52

| | USD | EUR | GBP | INR | AUD | CAD | ZAR | NZD | JPY |
|----------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| 1 USD | 1.00000 | 0.77354 | 0.62234 | 54.4604 | 0.95304 | 0.98716 | 8.67736 | 1.19858 | 82.4222 |
| Inverse: | 1.00000 | 1.29276 | 1.60683 | 0.01836 | 1.04928 | 1.01301 | 0.11524 | 0.83432 | 0.01213 |
| 1 EUR | 1.29276 | 1.00000 | 0.80454 | 70.4041 | 1.23205 | 1.27616 | 11.2177 | 1.54947 | 106.552 |
| Inverse: | 0.77354 | 1.00000 | 1.24294 | 0.01420 | 0.81166 | 0.78360 | 0.08914 | 0.64538 | 0.00939 |
| 1 GBP | 1.60683 | 1.24294 | 1.00000 | 87.5084 | 1.53137 | 1.58619 | 13.9430 | 1.92591 | 132.438 |
| Inverse: | 0.62234 | 0.80454 | 1.00000 | 0.01143 | 0.65301 | 0.63044 | 0.07172 | 0.51924 | 0.00755 |

Mid-market rates: 2012-12-10 16:26 UTC

STEP PROGRAM

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Embassies Around The World: <http://www.usembassy.gov>

US Department of State Consular Affairs: 888.407.4747

Global Entry Program: <http://www.globalentry.gov/index.html>

Smart Traveler Enrollment Program (STEP)

The Smart Traveler Enrollment Program (STEP) is a free service provided by the U.S. Government to U.S. citizens who are traveling to, or living in, a foreign country.

STEP allows you to enter information about your upcoming trip abroad so that the Department of State can better assist you in an emergency.

STEP also allows Americans residing abroad to get routine information from the nearest U.S. embassy or consulate. <https://step.state.gov/step/> - Step Program

International Document Specialist

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VISAS

- Preparation and review of required documents for successful application submissions.
- Foreign Consulate and Embassy Consular fees and processing times
- Established relationships with Foreign Embassies and Consulates located throughout the United States & Travel Agencies
- Knowledge of foreign government issuance requirements, experience and knowledge of policies and procedures, International holidays, restrictions
- “time and detail” sensitive (rush versus standard, holidays, closures)
- Types of Visas: Business, Tourism, Work, etc. and length of validity (*single, double, multiple entries*)
- Jurisdictional restrictions

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Business Visa

1.) Business Letter of Financial Guarantee:

- Must be an “Original” document
- Provided by U.S. Employer on company stationary
- Statement of full financial guarantee of employee
- Specific details pertaining to traveler
- Must be signed by a person of authorization to guarantee & CAN NOT be applicant. [Business Letter of Guarantee](#)

2.) Business Letter of Invitation:

- Provided by company abroad inviting company/employee
- Specific details pertaining to traveler
- Must have company “seal”
- Scanned or Copy is acceptable [Business Invitation Letter](#)

International Document Specialist “Your Passport & Visa Expeditors”



Visa
Validity

A Travel Visa validity varies among countries and is primarily determined based on applicants Nationality, purpose of visit, & request based “on need”. Example:



Length of Visa Issuance (expiration date):

- Specific Dates
- 3 Mo, 6 Mo., 1 yr. 5 yrs.

Number of Entries:

- Single
- Double
- Multiple

Length of Stay per Entry:

- Specific Dates
- 30 Days
- 60 Days
- 90 Days
- 120 Days

The Passport & Visa Company, Inc. Working For You “Connecting Countries”



SAVE TIME & MONEY

- Daily interface with Passport Agencies, Foreign Consulates and Embassies allows us to have the awareness of frequent changes in issuance requirements and advance notice preventing costly time delays.
- National capabilities to multiple issuing authorities allow processing outside of Foreign Consulates & Embassies jurisdictional restrictions and /or limitations.
- Processing fees are minimal in comparison to lost or misplaced documents due to mailing a passport directly to an issuing authority and generally do not have the ability to track and manage the status of your travel document.
- Security and protection of personal information

Changing Travel Abroad

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GOVERNMENT LEGISLATION

- The U.S. Department of State’s Homeland Security’s Western Hemisphere Travel Initiative (WHTI) that governs the rules for in-bound/out-bound travel became effective June 2, 2009. Regulations require U.S. citizens entering the United States via sea or land ports of entry to have a passport, passport card, or other travel document approved by the Department of Homeland Security.
- Immigration Laws are based on an agreement between individual countries. This body of immigration law is known as “Reciprocity.” Changes in these laws are frequent and what may seem unreasonable by perception to travelers. Visa requirements; minimal passport validities, number of passport pages, letter of recommendations, reference of contact in the country of visitation, etc.

Global Entry Program Easy & Fast Travel Solutions for Employees

DEPARTURE from U.S.



In conjunction with Global Entry members can now receive TSA Pre✓ expedited screening benefits at selected U.S. airport checkpoints for domestic travel, in addition to benefits they already receive as part of Global Entry

Benefits of TSA Pre✓ include: **no longer removing** the following items:

- Laptop from bag
- Light outerwear/jacket
- Belt

To Learn More: www.tsa.gov

20 Participating Major U.S. Airports Go to: www.globalentry.com

FAQ's:

- Time to complete Conditional on-line application avg.. 30 minutes.
- Time to conduct in-person interview avg. 20 min. (*varies dependent on individual*).
- Global Entry card number is linked to your passport. Your passport can be used immediately. You will receive your Global entry card in apx. (10) business days and is valid for land travel.
- GOES card valid for (5) years

ARRIVAL to U.S

U.S. Citizens, lawful permanent residents of the U.S., and citizens of certain other countries are eligible for Global Entry membership provided that they meet background check criteria Go to www.globalentry.gov to learn more.

The Global Entry program has a strict membership standard. Once approved, Global Entry members can use automated kiosks in most major U.S. airports.

- Eliminate paper customs declaration form. Save significant time from waiting in custom lines by using a Kiosk.

To Learn More: www.globalentry.gov

Resources

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GOVERNMENT

- [United States State Department](#)
- [State Department International News](#)
- [International News Washington Post](#)
- [CIA Fact Book](#)
- [Regional Web Directories](#)
- [US Customs Officials and Duty Information](#)
- [US Immigration](#)
- [XE Currency Converter](http://www.xe.com/ucc/)<http://www.xe.com/ucc/>
- Overseas Citizens Services 888.407.4747

HEALTH & MEDICINE

- [Center for Disease Control](#)
- [World Health Organization](#)
- [World Travel Guide](#)
- [Pet Travel](#)

The Passport & Visa Company Customers

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Who are some of our customers....

- National Instruments
- Home Away
- University of Texas
- Austin Bridge & Road LP
- Lockheed Martin Coherent Technologies
- Camber Corporation
- Austin Commercial
- Texas Instruments
- X-Technologies
- DELL
- Red Hat
- Munsch Hardt Kopf & Harr
- St. Stephen's Boarding School
- St. Edward's University
- Craft International “Specialized Tactical”

Mention of clients does not imply personal endorsement. Just Very Satisfied Customers!



THE PASSPORT & VISA COMPANY



Downtown Austin: 4005C Banister Lane, Ste. 190C, Austin, TX 78704

www.tpavc.com for pricing and requirements for your specific service needs.

Call **512.469.5909** with any questions

Walk-Ins Welcome! Mon. thru Fri. 9am-5pm

The Passport and Visa Company
www.thepassportandvisacompany.com/

The Passport and Visa Company works with the US Dept. of State Passport Agencies, Consulates and Embassies to ensure the acceptance and fast processing ...

4.9 ★★★★★ 31 Google reviews · Write a review · Google+ page

4005 Banister Ln, Austin, TX 78704
(512) 469-5909
Solutions - About Us

Directions · Show service area · more

Map Sat Ter Earth

W Oltorf St
S Congress Ave
SOUTH CONGRESS
St Edward's University
Lightsey Rd
W Ben White Blvd
Manc

POWERED BY Google
Map data ©2013 Google - Terms of Use

Thank you!

Thank you!



What's Next?

- **Know Before You Go – Part II Travel Security with SOS International & Control Risks**
- **Educational & Detailed Self-Assisted Website Design with download packages & examples**

Questions & Feed Back



**THEPASSPORT&
VISA**COMPANY

