

From: Bebe Avdiu <[REDACTED]>
To: Hugo Nevarez <[REDACTED]>
Cc: Lesley Groff <[REDACTED]>, SanFrancisco
<[REDACTED]>

Subject: Re: [G3 GLOBAL] Second Valid passport renewal instructions

Date: Wed, 25 May 2016 19:37:31 +0000

Attachments: doc00384020160525143453.pdf

Hi Hugo,

What is this page for?

Bebe Avdiu

Legal Assistant

DARREN K. INDYKE, PLLC
575 Lexington Avenue, 4th Floor
New York, New York 10022
Telephone: [REDACTED]
[REDACTED]

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On May 25, 2016, at 3:26 PM, Hugo Nevarez <[REDACTED]> wrote:

Hello Lesley,

The fastest processing that we offer is 3 business days (mission critical). In this case, if we receive the documents tomorrow for review and everything is ready for submission, the passport should be issued around Wed 6/01 and Fedex'd for delivery the next day. Memorial day holiday will not count as a processing day as the agency will be closed.

Please refer to fee schedules and processing times on attachments from my initial email and, if you have additional questions, please let me know.

Thank you.

Hugo Nevarez
Associate
Direct Line: [REDACTED]

Toll Free: [REDACTED]
<image001.jpg>

Your [G3 San Francisco](#) Team: Leydy Jimenez, Hugo Nevarez, Lauren Ready, Radhika Romero

From: Lesley Groff [mailto:[REDACTED]]
Sent: Wednesday, May 25, 2016 3:22 PM
To: Hugo Nevarez
Cc: Bebe Avdiu; SanFrancisco
Subject: Re: [G3 GLOBAL] Second Valid passport renewal instructions

Hi Hugo....we plan to fed ex you this renewal tomorrow (Thursday)...you will process and send to us Friday (May 27)...will we receive Mon. May 30 (Memorial Day) or Tues. May 31st?

On May 25, 2016, at 2:44 PM, Hugo Nevarez <[REDACTED]> wrote:

As discussed with Bebe, in order to use a copy of the primary passport, the Concierge Service must be used and it's fee will apply. Otherwise, the physical primary passport book will need to be provided.

Thank you.

Hugo Nevarez
Associate
Direct Line: [REDACTED]
Toll Free: [REDACTED]
<image001.jpg>

Your [G3 San Francisco](#) Team: Leydy Jimenez, Hugo Nevarez, Lauren Ready, Radhika Romero

From: Lesley Groff [mailto:[REDACTED]]
Sent: Wednesday, May 25, 2016 2:40 PM
To: Hugo Nevarez
Cc: Bebe Avdiu; SanFrancisco
Subject: Re: [G3 GLOBAL] Second Valid passport renewal instructions

Thanks Hugo...do we need to submit a copy or the original 10 year passport along with this application...I see one place it states we can send a copy and on your G3 form it states it must be the original not a copy... thanks...

On May 25, 2016, at 2:34 PM, Hugo Nevarez <[REDACTED]> wrote:

Hello Lesley,

You are to input the date of the passport book that's being renewed (the two year validity passport).

If you have additional questions, please let me know.

Thank you.

Hugo Nevarez
Associate
Direct Line: [REDACTED]
Toll Free: [REDACTED]
<image001.jpg>

Your [G3 San Francisco](#) Team: Leydy Jimenez, Hugo Nevarez, Lauren Ready, Radhika Romero

From: Lesley Groff [mailto: [REDACTED]]
Sent: Wednesday, May 25, 2016 2:30 PM
To: Hugo Nevarez
Cc: Bebe Avdiu; SanFrancisco
Subject: Re: [G3 GLOBAL] Second Valid passport renewal instructions

Hello Hugo...I am currently filling out the form DS-82 for a Second Passport for my boss. It is asking the date of your most recent passport book was issued... We just renewed his 10 year passport this week. Am I to put the date of this 'most recent' passport which is the 10 year...or am I to put the date of the 2 year passport that we are wanting renewed? Sorry! I am confused...

On May 25, 2016, at 1:55 PM, Hugo Nevarez < [REDACTED] > wrote:

Good morning Bebe,

Please find attached the requested information, with processing times and fee schedules included. Please send your request to our SAN FRANCISCO office at the below address:

G3 Global Services, LLC
Attn: Leydy Jimenez
388 Market St
Suite 1520
San Francisco, CA 94111
Tel [REDACTED]

Please advise if you have questions. Thank you for your business.

Regards,

Hugo Nevarez
Associate
Direct Line: [REDACTED]
Toll Free: [REDACTED]
[<image001.jpg>](#)

Your [G3 San Francisco](#) Team: Leydy Jimenez, Hugo Nevarez, Lauren Ready, Radhika Romero

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