VIP PASSPORT SERVICES, INC.

2012 Louisiana Street
Houston, Texas 77002
713-659-8472 1-800-856-8472 Fax 713-659-3767
Website: www.vippassports.com Email: info@vippassports.com

WORK ORDER REQUEST FORM

(RETURN THIS FORM WITH EACH REQUEST)

BILLING INFORMATION:

CONTACT: _____

COMPANY: _____

ADDRESS: _____

CITY/ZIP: _____

PHONE: _____

CELL: _____

FAX: _____

EMAIL: _____

RETURN DOCUMENTS TO:

CONTACT: _____

COMPANY: _____

ADDRESS: _____

CITY/ZIP: _____

PHONE: _____

CELL: _____

FAX: _____

EMAIL: _____

CREDIT CARD INFORMATION:

CARD#: _____

EXP. DATE: _____ CVV#: _____

SIGNATURE OF CARD HOLDER REQUIRED: _____

BILLING INSTRUCTIONS:

YOUR P.O. OR REF#: _____

AUTHORIZED AMOUNT TO CHARGE MY CREDIT CARD: US$_____

CHECK THE PASSPORT PROCESSING SERVICE REQUESTED:

SAME DAY EMERGENCY PROCESS _____

3 TO 4 DAY RUSH PROCESS _____

5 TO 8 DAY RUSH PROCESS _____

9 TO 15 WORKING DAY PROCESS _____

TRAVELERS NAME: _____ **DATE OF USA DEPARTURE:** _____

DATE OF BIRTH: _____ **DATE YOU NEED PASSPORT:** _____

VIP RESERVATION/FILE LOCATOR NUMBER: _____

SPECIAL INSTRUCTIONS: _____

HOW DID YOU HEAR ABOUT VIP: REFERRAL__ INTERNET__ REPEAT CLIENT__ OTHER___

Specializing in Visas, Passports, Document Legalization and Translations

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U.S. PASSPORT RENEWAL *(ADULT)*

*****ALL ORIGINAL DOCUMENTS MUST BE RECEIVED ONE DAY PRIOR TO RESERVED SCHEDULED SUBMISSION*****

DOCUMENTS REQUIRED:

PASSPORT:	1	ONLINE APPLICATION:	DS-82
PASSPORT TYPE PHOTO:	1-COLOR	PROOF OF DEPARTURE:	1-COPY
AUTHORIZATION LETTERS:	5		

OTHER: **SEE NEXT PAGE FOR MORE DETAILED INSTRUCTIONS.**

PLEASE FORWARD THIS SHEET AND ALL ITEMS LISTED TO VIP SERVICES

FEES PER PERSON

STATE DEPARTMENT EXPEDITING FEE:	$60.00
STATE DEPARTMENT BOOK FEE:	$110.00
VIP SERVICES FEE:	
ADDITIONAL VIP SERVICES FEE:	
MONEY ORDER FEE:	$6.00
SUBTOTAL:	
***ADD** RETURN FEDERAL EXPRESS FEE:	
TOTAL: (NO PERSONAL CHECKS)	

*FEDERAL EXPRESS FEES

PRIORITY LETTER	$29.00
2-DAY LETTER	$23.50
3-DAY LETTER	$19.50
SATURDAY LETTER	$41.50
FED EX 1ST OVERNIGHT	$75.00
IAH AIRPORT DLVY	$75.00
LOCAL P/UP OR DLVY	CALL FOR QUOTE

VIP SERVICES FEES:

PLEASE MARK THE APPROPRIATE BOX AND ADD THE FEES ABOVE FOR THE SERVICE (S) YOU HAVE REQUESTED:

- ❑ **$85.00** **9 TO 15 WORKING DAYS PROCESSING**
- ❑ **$95.00** **5 TO 8 DAY RUSH – RESERVATION REQUIRED**
- ❑ **$145.00** **3 TO 4 DAY RUSH – RESERVATION REQUIRED**
- ❑ **$195.00** **SAME DAY RUSH – RESERVATION REQUIRED**

ADDITIONAL VIP SERVICES FEES:

- ❑ **$55.00 WHEN REQUESTING A PASSPORT CARD AT SAME TIME AS THE BOOK**

IMPORTANT NOTE: PLEASE BE ADVISED THAT THE U.S. PASSPORT OFFICE ISSUES PASSPORTS ACCORDING TO YOUR DEPARTURE DATE. A PROCESSING TIME OF 8 DAYS OR LESS IS NOT ALWAYS AVAILABLE AND RESERVATIONS ARE REQUIRED. OUR COMPANY IS ALLOWED TO SUBMIT APPLICATIONS TO THE PASSPORT OFFICE EACH DAY AT 7:00 AM. IN ORDER TO INSURE YOUR REQUEST IS SUBMITTED ON-SCHEDULE, PLEASE SEND YOUR APPLICATION BY PERSONAL DELIVERY OR BY AN OVERNIGHT COURIER TO ARRIVE AT LEAST ONE DAY PRIOR TO YOUR SCHEDULED RESERVATION. ANY DOCUMENTS RECEIVED AFTER CLOSE OF BUSINESS THE DAY BEFORE A RESERVED SUBMISSION IS SCHEDULED MAY BE SUBJECT TO POSSIBLE DELAY OF SUBMISSION. ****IF YOU ARE REQUESTING A RESERVATION FOR A PROCESSING OF LESS THAN 8 BUSINESS DAYS PLEASE EMAIL A COPY OF ALL YOUR DOCUMENTS TO INFO@VIPPASSPORTS.COM AND THEN CALL OUR OFFICE SO THAT WE MAY REVIEW THE DOCUMENTS, ADD YOUR NAME TO THE RUSH PROCESS LIST AND GIVE YOU SHIPPING INSTRUCTIONS. YOU WILL BE GIVEN A VIP RESERVATION/FILE LOCATOR NUMBER TO HOLD YOUR PLACE IN THE LINEUP FOR VIP TO SUBMIT YOUR APPLICATION ACCORDINGLY. BE SURE TO LIST THE RESERVATION NUMBER ON THE WORK ORDER. FAILURE TO FOLLOW ANY OF THESE INSTRUCTIONS WILL CAUSE A DELAY**. VIP SERVICES IS NOT RESPONSIBLE FOR DELAYS BEYOND OUR CONTROL. IF IN EVENT THE PASSPORT OFFICE DENIES YOUR APPLICATION, VIP SERVICE FEES ARE NON-REFUNDABLE AND WILL BE CHARGED ACCORDING TO ORIGINAL REQUEST. AFTER THE APPLICATION HAS BEEN SUBMITTED TO THE PASSPORT OFFICE AND THEY PUT THE APPLICATION INTO SUSPENSE THERE WILL BE AN ADDITIONAL VIP SERVICE FEE OF $37.50 TO SUBMIT THE ADDITIONAL DOCUMENTS AND MONITOR THE PROCESS UNTIL COMPLETION.

REVISED: 11-30-2016 (SW)

VIP PASSPORT SERVICES, INC.

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Houston, Texas 77002
Website: www.vippassports.com Email: info@vippassports.com

REQUIREMENTS TO EXPEDITE THE RENEWAL OF A U.S. PASSPORT

PLEASE FOLLOW THESE INSTRUCTIONS IF:

YOUR PASSPORT WAS ISSUED LESS THAN FIFTEEN (15) YEARS AGO AND YOU WERE OVER THE AGE OF SIXTEEN (16) WHEN IT WAS ISSUED, YOUR CURRENT PASSPORT HAS NO AVAILABLE VISA PAGES, **OR** YOU WANT TO CHANGE YOUR NAME IN YOUR PASSPORT AFTER ONE YEAR OF ISSUANCE:

1.) **CLICK HERE** TO COMPLETE THE GOVERNMENT PASSPORT RENEWAL APPLICATION (DS-82) ONLINE. **FAILURE TO DO SO WILL CAUSE DELAYS.** AN EXPEDITED REQUEST MUST HAVE AN "ONLINE" APPLICATION; HANDWRITTEN APPLICATIONS ARE NOT ACCEPTED BY THE DEPARTMENT OF STATE.

- **DO NOT PRINT ANY DOCUMENT DOUBLE-SIDED.**

2.) **ONE COLOR PASSPORT TYPE PHOTOGRAPH** (2X2). THE HEAD IS MEASURED FROM THE BOTTOM OF CHIN TO THE TOP OF THE HAIRLINE AND SHOULD BE BETWEEN 1 INCH AND 1 3/8 INCHES. PHOTOS MUST BE TAKEN WITHIN THE LAST SIX MONTHS AND HAVE AN OFF-WHITE BACKGROUND. BE SURE THAT BOTH EARS CAN BE SEEN. GLASSES ARE NOT PERMITTED.
CLICK HERE FOR MORE GUIDANCE ON PHOTO SPECIFICATIONS.

3.) **CURRENT PASSPORT** THAT HAS LESS THAN TWO (2) YEARS OF REMAINING VALIDITY OR AN EXPIRED PASSPORT THAT WAS ISSUED LESS THAN FIFTEEN (15) YEARS AGO.

4.) **DEPARTMENT OF STATE FEE**: MADE PAYABLE TO "THE DEPARTMENT OF STATE".

- $170.00 PASSPORT BOOK
- $ 30.00 PASSPORT CARD

5.) **PROOF OF DEPARTURE** – SUBMIT ONE OF THE FOLLOWING:

- A CONFIRMED ITINERARY
- A COPY OF YOUR AIRLINE TICKETS
- AN ORIGINAL COMPANY LETTER OF EXPEDITE

6.) **LETTER(s) OF AUTHORIZATION** ALLOWING VIP SERVICES AND EXECUTIVE PASSPORT & VISA SERVICE, PASSPORT EXPRESS, PASSPORT PLUS, AND PASSPORT PHOTOS TO GO (*OUR PARTNER COMPANIES*) TO DISCUSS THE STATUS OF YOUR APPLICATION AND COLLECT THE PASSPORT ON YOUR BEHALF. THE PASSPORT AGENCY HAS A LIMIT ON THE AMOUNT OF PASSPORT APPLICATIONS THAT CAN BE SUBMITTED DAILY BASIS. PLEASE FILL OUT ALL AUTHORIZATION LETTERS, SO THAT WE CAN BETTER SERVE YOU.

CONTINUED →

7.) **ORIGINAL DOCUMENT FOR LEGAL NAME CHANGE** IF DIFFERENT IN CURRENT PASSPORT.
- ORIGINAL OR CERTIFIED COPY OF MARRIAGE CERTIFICATE
- ORIGINAL OR CERTIFIED COPY OF DIVORCE DECREE OR
- ANY OTHER ORIGINAL OR CERTIFIED DOCUMENT TO SHOW THE LEGAL NAME CHANGE.

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Website: www.vippassports.com Email: info@vippassports.com

Letter of Authorization

Please carefully read the information below before completing this Letter of Authorization.

An individual's personal information cannot be released by the U.S. government to another party without the written consent of the individual under the provisions of the Privacy Act of 1974 (5 USC 552a). As a result, an employee at a U.S. passport agency cannot discuss the details of your passport application with a third party without your written consent.

Please check **all** that apply:

☑ I authorize the company stated below to submit my passport application to a passport agency and pick up the passport from a U.S. passport agency on my behalf.

☑ I authorize the passport agency to disclose to the company listed below any requests for further documentation and/or information that that may arise in connection with my passport application, and I authorize the company to respond to such requests under my direction.

☐ I do not authorize the passport agency to disclose to the company listed below any requests for further documentation and/or information that may arise with my passport application. I want the passport agency to contact me directly should an issue arise with my passport application that concerns matters other than the date on which the passport will be ready for pick-up from the passport agency.

Applicant Information

(Note: All of the information below may ONLY be filled out by the applicant, parent, legal guardian, or person legally acting in loco parentis)

Everything under Applicant Information will have to all be filled in by hand or all typed in.

Applicant Name: _____
(Last Name, First Name, Middle Name)

Applicant Phone No: _____ Date: _____
(Area Code-XXX-XXXX) (MM/DD/YYYY)

This is the date of which this form is signed.

Courier Company Name: VIP Passport Services, Inc.

Applicant Signature: _____
(If the applicant is under the age of 16 the parent(s),legal guardian(s), or person legally acting in loco parentis must sign)

EXECUTIVE PASSPORT & VISA SERVICE
2022 SINGLETON
HOUSTON, TEXAS 77008
713-659-0009

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Applicant Information

(Note: All of the information below may ONLY be filled out by the applicant, parent, legal guardian, or person legally acting in loco parentis)

EVERYTHING UNDER "APPLICANT INFORMATION" WILL HAVE TO BE FILLED IN BY HAND OR TYPED

Applicant Name: _____
(Last Name, First Name, Middle Name)

THIS IS THE DATE THE FORM IS SIGNED

Applicant Phone No: _____ Date: _____
(Area Code-XXX-XXXX) (MM/DD/YYYY)

Courier Company Name: EXECUTIVE PASSPORT & VISA SERVICE

Applicant Signature: _____
(If the applicant is under the age of 16 the parent(s),legal guardian(s), or person legally acting in loco parentis must sign)

Passport Photos To Go
Houston's Leading Passport Company

2010 Louisiana Street Houston, Texas 77002
713-659-3686 1-866-849-8472 Fax 832-200-2944
Website: www.passportphotostogo.com Email: info@passportphotostogo.com

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Applicant Phone No: _____ Date: _____ THIS IS THE DATE THE FORM IS SIGNED
(Area Code-XXX-XXXX) (MM/DD/YYYY)

Courier Company Name: Passport Photos To Go

Applicant Signature: _____
(If the applicant is under the age of 16 the parent(s),legal guardian(s), or person legally acting in loco parentis must sign)

PASSPORT EXPRESS

30102 Scotty Street
Magnolia, TX 77355
(210) 402-0813
(832) 200-2944 – Fax

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(Last Name, First Name, Middle Name)

THIS IS THE DATE THE FORM IS SIGNED

Applicant Phone No: _____ Date: _____
(Area Code-XXX-XXXX) (MM/DD/YYYY)

Courier Company Name: PASSPORT EXPRESS

Applicant Signature: _____
(If the applicant is under the age of 16 the parent(s),legal guardian(s), or person legally acting in loco parentis must sign)

PASSPORT PLUS VISAS

VISAS ● PASSPORTS ● DOCUMENTS

Letter of Authorization

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(Last Name, First Name, Middle Name)

Applicant Phone No: _____ Date: _____
(Area Code –XXX-XXXX) (MM/DD/YYYY)

THIS IS THE DATE THE FORM IS SIGNED

Courier Company Name: PASSPORT PLUS Visas

Applicant Signature: _____
(If the applicant is under the age of 16 the parent, legal guardian, or person acting in loco parentis must sign.)

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EXAMPLE OF
"COMPANY LETTER OF EXPEDITE"

PLEASE FOLLOW THIS FORMAT ON AN ORIGINAL COMPANY LETTERHEAD

DATE: _____

DEAR PASSPORT REPRESENTATIVE

MR./MRS. (NAME) IS ONE OF OUR EMPLOYEES WHO IS ENGAGED AS A(N) (POSITION) FOR (COMPANY NAME).

MR. /MRS. (NAME) HAS AN URGENT INTERNATIONAL DEPARTURE TO (DESTINATION) FOR THE PURPOSE OF (PURPOSE OF TRIP).

HE/SHE WILL BE DEPARTING THE U.S.A. ON (DATE). MR./MRS. (NAME) WILL BE TRAVELING ON (AIRLINE) AND WILL BE STAYING FOR A PERIOD OF (LENGTH OF STAY). PLEASE EXPEDITE HIS/HER PASSPORT AT YOUR EARLIEST CONVENIENCE.

VERY TRULY YOURS,

(SUPERVISORS SIGNATURE)

PLEASE BE SURE THAT THIS LETTER IS SIGNED BY THE PERSON WHO AUTHORIZED YOUR TRIP. THIS LETTER SHOULD NOT BE SIGNED BY THE TRAVELER. DO NOT ATTENTION THIS LETTER TO VIP SERVICES. IF YOU ARE REQUESTING SAME DAY SERVICE WE RECOMMEND THAT YOU ALSO SEND A COPY OF YOUR TRAVEL ITINERARY.