



# VIP SERVICES

2012 Louisiana Street  
Houston, Texas 77002  
713-659-8472 1-800-856-8472 Fax 713-659-3767  
Website: [www.vippassports.com](http://www.vippassports.com) Email: [info@vippassports.com](mailto:info@vippassports.com)

## WORK ORDER REQUEST FORM

(RETURN THIS FORM WITH EACH REQUEST)

### BILLING INFORMATION:

CONTACT: \_\_\_\_\_  
COMPANY: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
PHONE: \_\_\_\_\_  
FAX: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

### RETURN DOCUMENTS TO:

CONTACT: \_\_\_\_\_  
COMPANY: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
PHONE: \_\_\_\_\_  
FAX: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

### BILLING INSTRUCTIONS:

AMOUNT ENCLOSED FOR DEPOSIT: \_\_\_\_\_  
  
YOUR COMPANY P.O. OR REF#: \_\_\_\_\_  
  
AUTHORIZED AMOUNT TO CHARGE MY  
CREDIT CARD: US\$ \_\_\_\_\_

### CREDIT CARD INFORMATION:

TYPE OF CARD: \_\_\_\_\_  
CARD #: \_\_\_\_\_  
EXPIRATION DATE: \_\_\_\_\_  
  
SIGNATURE OF CARD HOLDER  
REQUIRED: \_\_\_\_\_

### PASSPORT PROCESSING:

CHECK THE SERVICE REQUESTED:

24-72 HOUR RUSH PROCESS \_\_\_\_\_  
4-7 WORKING DAY PROCESS \_\_\_\_\_

TRAVELERS NAME: \_\_\_\_\_  
DATE OF BIRTH: \_\_\_\_\_  
SOCIAL SECURITY #: \_\_\_\_\_  
SPECIAL INSTRUCTIONS: \_\_\_\_\_  
\_\_\_\_\_

DATE OF USA DEPARTURE: \_\_\_\_\_  
DATE YOU NEED PASSPORT: \_\_\_\_\_  
RESERVATION NUMBER: \_\_\_\_\_

### **HOW DID YOU HEAR ABOUT VIP?**

REPEAT CUSTOMER\_\_\_ INTERNET\_\_\_ REFERRED\_\_\_ BY\_\_\_\_\_ WALK-IN\_\_\_



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## PASSPORT INSTRUCTION SHEET

APPLICATION (S) REQUESTED FOR: SECOND LIMITED PASSPORT RENEWAL

### DOCUMENTS REQUIRED:

VALID PRIMARY PASSPORT:	<u>1</u>	APPLICATION (S):	<u>DS-82</u>
PASSPORT TYPE PHOTO (S):	<u>2-COLOR</u>	ITINERARY\TICKET:	<u>1-COPY</u>
COMPANY LETTER:	<u>1</u>	STATEMENT LETTER:	<u>1</u>
LETTER FROM APPLICANT:	<u>1</u>	RELEASE LETTER:	<u>1</u>
2 <sup>nd</sup> LIMITED PASSPORT:	<u>1</u>		
OTHER:	<u>SEE NEXT PAGE FOR MORE DETAILED INSTRUCTIONS.</u>		

PLEASE FORWARD THIS SHEET AND ALL ITEMS LISTED TO VIP SERVICES

### FEES PER PERSON

GOVERNMENT EXPEDITING FEE:	<u>\$60.00</u>
<b>ADD VIP SERVICE FEE: (SEE BELOW)</b>	<u>                    </u>
STATE DEPARTMENT FEE:	<u>\$110.00</u>
SPECIAL HANDLING FEE: <b>**</b> (SEE NOTE)	<u>                    </u>
SUBTOTAL:	<u>                    </u>
<b>*ADD RETURN FEDERAL EXPRESS FEE:</b>	<u>                    </u>
<b>TOTAL: (NO PERSONAL CHECKS)</b>	<u>                    </u>

### \*FEDERAL EXPRESS FEES

PRIORITY LETTER	<u>\$29.00</u>
2-DAY LETTER	<u>\$23.50</u>
3-DAY LETTER	<u>\$19.50</u>
SATURDAY LETTER	<u>\$41.50</u>
FEDEX 1 <sup>ST</sup> OVERNIGHT:	<u>\$75.00</u>
LOCAL P/UP OR DLVY:	<u>CALL FOR QUOTE</u>

### VIP SERVICE FEES:

PLEASE MARK THE APPROPRIATE BOX AND ADD THE FEES ABOVE FOR THE SERVICE YOU HAVE REQUESTED

- \$75.00 FOR 4-7 DAY SERVICE
- \$125.00 FOR 24-72 HOUR SERVICE
- \$50.00 SPECIAL HANDLING

**IMPORTANT NOTE:** PLEASE BE ADVISED THAT THE U.S. PASSPORT OFFICE ISSUES PASSPORTS ACCORDING TO YOUR DEPARTURE DATE. SAME DAY AND 24 TO 72 HOUR SERVICE IS NOT ALWAYS AVAILABLE. OUR COMPANY IS ALLOWED TO SUBMIT APPLICATIONS TO THE PASSPORT OFFICE EACH DAY BEFORE 8:30 AM. IN THE EVENT YOU ARE REQUESTING THAT YOUR APPLICATION BE SUBMITTED THE DAY WE RECEIVE IT, PLEASE SEND YOUR APPLICATION BY PERSONAL DELIVERY OR BY AN OVERNIGHT COURIER THAT OFFERS AN 8 AM DELIVERY. OUR COMPANY IS ALLOWED TO PROCESS 2 PASSPORT APPLICATIONS ON A SAME DAY/ 24 TO 72 HOURS BASIS EACH DAY AND 44 PASSPORT APPLICATIONS ON ANY OTHER SERVICE PROCESS. **\*\*IF YOU NEED THE PASSPORT TO BE CONSIDERED FOR A SAME DAY PROCESS (\$50.00 ADDITIONAL SPECIAL HANDLING FEE) OR A 24 TO 72 HOUR RUSH PROCESS PLEASE FAX US A COPY OF YOUR DOCUMENTS AND THEN GIVE US A CALL SO THAT WE CAN REVIEW THE DOCUMENTS – ADD YOUR NAME TO THE RUSH PROCESS LIST AND GIVE YOU SHIPPING INSTRUCTIONS. YOU WILL BE GIVEN A RESERVATION 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 OUT OF 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.**

REVISED: 09-22-2011 (KS)

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## REQUIREMENTS TO EXPEDITE A SECOND LIMITED U.S. PASSPORT RENEWAL

SECOND LIMITED PASSPORTS ARE NOT ISSUED FOR YOUR CONVENIENCE; THEY ARE ISSUED SOLELY AT THE DISCRETION OF THE PASSPORT SUPERVISOR. IN CERTAIN CASES A DS-11 MAY NEED TO BE SUBMITTED.

THE TWO REASONS WHY A SECOND LIMITED PASSPORT WOULD BE ISSUED:

- 1.) YOU HAVE MORE THAN ONE BUSINESS TRIP THAT REQUIRES VISAS AND YOU WILL BE LEAVING THE UNITED STATES BEFORE YOUR VISAS CAN BE OBTAINED. THEREFORE YOU CAN TRAVEL WITH YOUR CURRENT PASSPORT WHILE OBTAINING VISAS IN YOUR SECOND LIMITED PASSPORT or
- 2.) YOU WILL BE TRAVELING TO TWO COUNTRIES THAT ARE IN POLITICAL/RELIGIOUS CONFLICT WITH EACH OTHER.

### IF YOU'RE TRAVELING ON ONE PASSPORT AND NEED VISAS IN THE OTHER:

- 1.) [CLICK HERE](#) TO COMPLETE THE GOVERNMENT PASSPORT RENEWAL APPLICATION (DS-82) ONLINE. ONCE YOU HAVE COMPLETED THE FORM, CLICK ON THE CREATE FORM BUTTON AND THEN PRINT IT OUT AND BE SURE TO SIGN IT. **FAILURE TO DO SO WILL CAUSE A DELAY.**
- 2.) (2) TWO COLOR PASSPORT PHOTOGRAPHS (2x2) TAKEN WITHIN THE PAST (3) THREE MONTHS. BE SURE THAT THE PHOTOGRAPHS WERE TAKEN WITH AN OFF-WHITE BACKGROUND AND BOTH EARS CAN BE SEEN. THEY **CAN NOT** BE IDENTICAL TO THE PHOTOGRAPHS IN YOUR CURRENT PASSPORT.
- 3.) SUBMIT YOUR CURRENT PRIMARY PASSPORT **AND** YOUR CURRENT SECOND LIMITED PASSPORT, THE PRIMARY PASSPORT HAS TO HAVE AT LEAST (2) TWO YEARS OF REMAINING VALIDITY. IF IT DOES NOT HAVE AT LEAST (2) TWO MORE YEARS, YOU MAY BE REQUIRED TO RENEW IT BEFORE OBTAINING A SECOND PASSPORT.
- 4.) A CHECK OR MONEY ORDER PAYABLE TO "DEPARTMENT OF STATE" IN THE AMOUNT OF \$170.00.  
(\$110.00 PASSPORT FEE + \$60.00 EXPEDITE FEE = \$170.00)
- 5.) A COMPANY LETTER, ON ORIGINAL LETTERHEAD, REQUESTING THAT A SECOND LIMITED PASSPORT BE ISSUED.

CONTINUED...



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- 6.) A LETTER FROM THE APPLICANT, ON ORIGINAL LETTERHEAD, REQUESTING THAT A SECOND LIMITED PASSPORT BE ISSUED.
- 7.) A STATEMENT LETTER (USE THE ATTACHMENT "A" FORM LETTER) FROM THE APPLICANT, REGARDING EITHER OF YOUR PASSPORTS BEING LOST OR STOLEN AND TO PLEASE ISSUE YOU A 2<sup>ND</sup> PASSPORT.
- 8.) A TRAVEL ITINERARY SUPPORTING YOUR INTERNATIONAL DESTINATIONS AS STATED IN YOUR COMPANY LETTERS.
- 9.) A RELEASE LETTER AUTHORIZING VIP SERVICES TO COLLECT THE PASSPORTS ON YOUR BEHALF.
- 10.) A COMPLETED VIP SERVICES WORK ORDER FORM.
- 11.) A COMPLETED VIP SERVICES PASSPORT INSTRUCTION SHEET.

## IF YOU ARE TRAVELING TO CONFLICTING COUNTRIES:

- 1.) [CLICK HERE](#) TO COMPLETE THE GOVERNMENT PASSPORT RENEWAL APPLICATION (DS-82) ONLINE. ONCE YOU HAVE COMPLETED THE FORM, CLICK ON THE CREATE FORM BUTTON AND THEN PRINT IT OUT AND BE SURE TO SIGN IT. **FAILURE TO DO SO WILL CAUSE A DELAY.**
- 2.) COMPLETE A SECOND LIMITED PASSPORT, HN-5 FORM.
- 3.) (2) TWO COLOR PASSPORT PHOTOGRAPHS (2x2) TAKEN WITHIN THE PAST (3) THREE MONTHS. BE SURE THAT THE PHOTOGRAPH IS TAKEN WITH AN OFF-WHITE BACKGROUND AND BOTH EARS CAN BE SEEN. THEY CAN NOT BE IDENTICAL TO THE PHOTOGRAPHS IN YOUR CURRENT PASSPORT.
- 4.) SUBMIT YOUR CURRENT PRIMARY PASSPORT **AND** YOUR CURRENT SECOND LIMITED PASSPORT, THE PRIMARY PASSPORT HAS TO HAVE AT LEAST (2) TWO YEARS OF REMAINING VALIDITY. IF IT DOES NOT HAVE AT LEAST (2) TWO MORE YEARS, YOU MAY BE REQUIRED TO RENEW IT BEFORE OBTAINING A SECOND PASSPORT.
- 5.) A CHECK OR MONEY ORDER PAYABLE TO "DEPARTMENT OF STATE" IN THE AMOUNT OF \$170.00.  
(\$110.00 PASSPORT FEE + \$60.00 EXPEDITE FEE = \$170.00)
- 6.) A TRAVEL ITINERARY SUPPORTING YOUR INTERNATIONAL DESTINATIONS AS STATED ON FORM HN-5.
- 7.) A RELEASE LETTER AUTHORIZING VIP SERVICES TO COLLECT THE PASSPORTS ON YOUR BEHALF.
- 8.) A COMPLETED VIP SERVICES WORK ORDER FORM.
- 9.) A COMPLETED VIP SERVICES PASSPORT INSTRUCTIONS SHEET.

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## EXAMPLE LETTER FOR SECOND PASSPORT COMPANY LETTER

DATE: \_\_\_\_\_

DEAR PASSPORT REPRESENTATIVE

MR./MRS. \_\_\_\_\_ IS ONE OF OUR EMPLOYEES WHO IS  
ENGAGED AS A(N) (POSITION) FOR (COMPANY NAME) . HIS/HER  
POSITION REQUIRES THAT HE/SHE TRAVELS FREQUENTLY ON  
INTERNATIONAL TRIPS AND USUALLY ON SHORT NOTICE. WE ARE  
REQUESTING THAT HE/SHE BE ISSUED A SECOND LIMITED PASSPORT  
TO ENABLE OUR COMPANY TO SUBMIT THE LIMITED PASSPORT INTO THE  
(DESTINATION OF 2<sup>ND</sup> TRIP) EMBASSY, WHO HAS ADVISED THAT THE  
PROCESSING TIME TO HAVE THE VISA ISSUED COULD TAKE AS A LONG  
AS 1 MONTH, THEREFORE HE COULD USE HIS CURRENT PASSPORT TO  
TRAVEL TO (DESTINATION OF 1<sup>ST</sup> TRIP) ON (DATE). YOUR  
ASSISTANCE IN THIS MATTER IS VERY MUCH APPRECIATED.

VERY TRULY YOURS,

(SUPERVISORS SIGNATURE)



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## EXAMPLE LETTER FOR SECOND LIMITED PASSPORT INDIVIDUAL LETTER

DATE: \_\_\_\_\_

DEAR PASSPORT REPRESENTATIVE  
(DO NOT ADDRESS THIS LETTER TO VIP SERVICES)

I, \_\_\_\_\_, AM EMPLOYED BY (COMPANY NAME) AS A/ AN  
(POSITION). MY POSITION REQUIRES THAT I TRAVEL FREQUENTLY ON  
INTERNATIONAL TRIPS AND USUALLY ON SHORT NOTICE. I AM  
REQUESTING THAT I BE ISSUED A SECOND LIMITED PASSPORT TO  
ENABLE MY COMPANY TO SUBMIT THE LIMITED PASSPORT INTO THE  
(DESTINATION OF THE 2<sup>nd</sup> TRIP) EMBASSY/CONSULATE. WE HAVE BEEN  
ADVISED THAT THE PROCESSING TIME TO HAVE THE VISA ISSUED COULD  
TAKE AS LONG AS ONE (1) MONTH, THEREFORE I COULD USE MY  
CURRENT PASSPORT TO TRAVEL TO (DESTINATION OF 1<sup>st</sup> TRIP) ON  
(DATE). YOUR ASSISTANCE IN THIS MATTER IS VERY MUCH  
APPRECIATED.

VERY TRULY YOURS,

(APPLICANT SIGNATURE)



United States Department of State

Houston Passport Agency

1919 Smith Street

Suite 1100

Houston, Texas 77002-8049

PLEASE COMPLETE THE FOLLOWING INFORMATION IN ORDER TO COMPLY WITH YOUR REQUEST FOR A SECOND PASSPORT. ALSO SUBMIT EITHER AN ITINERARY FROM A TRAVEL AGENCY OR COMPANY LETTER SPECIFYING COUNTRIES TO BE VISITED.

**REQUEST FOR SECOND PASSPORT**

I, \_\_\_\_\_, AM HOLDER OF PASSPORT  
# \_\_\_\_\_, ISSUED ON \_\_\_\_\_ AT THE \_\_\_\_\_  
PASSPORT AGENCY. MY CURRENT PASSPORT CONTAINS A  
VISA/ENTRY/EXIT STAMP(S) FROM \_\_\_\_\_. I AM  
SCHEDULED TO TRAVEL TO \_\_\_\_\_ ON \_\_\_\_\_.  
DUE TO THE CURRENT CONDITIONS NOW EXISTING BETWEEN THESE  
COUNTRIES, I WILL NOT BE ALLOWED TO ENTER \_\_\_\_\_  
WITH MY CURRENT PASSPORT. THEREFORE, I REQUEST THE ISSUANCE  
OF A SECOND PASSPORT.

I UNDERSTAND THIS PASSPORT WILL BE LIMITED IN VALIDITY NOT TO  
EXCEED TWO YEARS AND WILL NOT STATE A GEOGRAPHIC LOCATION.

I ALSO WILL REPORT IMMEDIATELY THE LOST/THEFT/MUTILATION OF  
EITHER PASSPORT TO THE NEAREST PASSPORT AGENCY OR AMERICAN  
CONSULATE.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE



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## RELEASE LETTER

DEAR PASSPORT REPRESENTATIVE,

I, \_\_\_\_\_, AUTHORIZE YOUR OFFICE TO DISCUSS  
THE STATUS OF AND OR RELEASE OF MY PASSPORT TO: "VIP SERVICES"  
MY AGENT IN EXPEDITING MY PASSPORT.

THANK YOU FOR YOUR ASSISTANCE.

SINCERELY,

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

APPLICANTS DATE OF BIRTH: \_\_\_\_\_

APPLICANTS SOCIAL SECURITY #: \_\_\_\_\_

DATE OF DEPARTURE FROM THE U.S.A.: \_\_\_\_\_

### NOTE TO APPLICANT

1. THIS LETTER MUST BEAR THE TRUE SIGNATURE OF THE APPLICANT.
2. A HUSBAND MAY NOT SIGN ON BEHALF OF HIS WIFE, NOR VICE  
VERSA.
3. IN THE EVENT THAT IT BECOMES NECESSARY, THIS LETTER ALSO  
AUTHORIZES THE PASSPORT AGENCY TO MAIL THE PASSPORT BACK TO  
VIP SERVICES.

NOTE: VIP SERVICES IS AN EXPEDITING SERVICE. WE DO NOT ISSUE  
PASSPORTS.

Attachment "A"

TO: U.S. Department of State

\_\_\_\_\_ Passport Agency

I, the undersigned, am the bearer of valid U.S. passport number \_\_\_\_\_  
(Number)

Issued on \_\_\_\_\_. However, in view of the restricted entry policies and/or  
(Date)

The time delay in obtaining visas it is impossible to complete my trip using one passport.

I am therefore requesting the issuance of a second valid passport for travel to

\_\_\_\_\_, which I understand will be valid for two years.

Should either passport be lost or stolen, I will report immediately the circumstances of

The loss to Passport Services, or if abroad, to the nearest U.S. Embassy or Consulate.

\_\_\_\_\_  
(Applicants signature)

\_\_\_\_\_  
(Today's date)