



VIP SERVICES

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: _____

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 _____
- 8-15 WORKING DAY PROCESS _____
- 16 DAY'S OR MORE PROCESS _____

TRAVELERS NAME: _____
DATE OF BIRTH: _____
SOCIAL SECURITY #: _____
SPECIAL INSTRUCTIONS: _____

DATE OF USA DEPARTURE: _____
DATE YOU NEED PASSPORT: _____
RESERVATION NUMBER: _____



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PASSPORT INSTRUCTION SHEET

APPLICATION (S) REQUESTED FOR: _____ PASSPORT CARD (ONLY) _____

DOCUMENTS REQUIRED:

****ONE SEALED ENVELOPE, SEE NEXT PAGE FOR DETAILS****

PLEASE FORWARD THIS SHEET AND ALL ITEMS LISTED TO VIP SERVICES

FEES PER PERSON

| | |
|------------------------------------|--------|
| GOVERNMENT EXPEDITING FEE: | INSIDE |
| ADD VIP SERVICE FEE: (SEE BELOW) | _____ |
| STATE DEPARTMENT FEE: | INSIDE |
| SPECIAL HANDLING FEE: **(SEE NOTE) | _____ |
| 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 1 ST OVERNIGHT | _____ | \$75.00 |
| LOCAL P/UP OR DLVY | _____ | CALL FOR QUOTE |

VIP SERVICE FEES:

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

- \$35.00 FOR 16 WORKING DAY'S OR MORE PROCESSING
- \$55.00 FOR 8-15 WORKING DAYS PROCESSING
- \$75.00 FOR 4-7 WORKING DAYS PROCESSING
- \$125.00 FOR 24 TO 72 HOUR RUSH PROCESSING
- \$50.00 SPECIAL HANDLING

IMPORTANT NOTE: PLEASE BE ADVISED THAT THE U.S. PASSPORT OFFICE ISSUES PASSPORT CARDS 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 10:30 AM. IN THE EVENT YOU ARE REQUESTING THAT YOUR PASSPORT CARD 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 CARD APPLICATIONS ON A SAME DAY BASIS EACH DAY AND 22 PASSPORT APPLICATIONS ON A 24 TO 72 HOUR RUSH PROCESS. ****IF YOU NEED THE PASSPORT CARD 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 SAME DAY PROCESS LIST OR 24 TO 72 HOUR RUSH PROCESS LIST AND GIVE YOU SHIPPING INSTRUCTIONS. YOU WILL BE GIVEN A RESERVATION CONFIRMATION 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: 12-10-10 (JENNIFER)

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REQUIREMENTS TO EXPEDITE A U.S. PASSPORT CARD

PLEASE FOLLOW THESE INSTRUCTIONS IF:

- 1.) YOU WILL NOT BE TRAVELING TO EITHER CANADA OR MEXICO BY AIR.
- 2.) YOU ARE AT LEAST SIXTEEN(16) YEARS OF AGE.

HOW TO APPLY IF YOU DO NOT HAVE A VALID U.S. PASSPORT

TAKE THE BELOW MENTIONED DOCUMENTS TO AN ACCEPTANCE AGENT LOCATED AT THE POST OFFICE OR COUNTY CLERKS OFFICE. TO FIND YOUR LOCAL POST OFFICE OR COUNTY CLERKS OFFICE NEAREST YOU PLEASE VISIT OUR WEB SITE AT www.vippassports.com. REQUEST THE AGENT TO EXECUTE YOUR DOCUMENTS AND PLACE THEM IN A SEALED ENVELOPE. ADVISE THE AGENT THAT YOU ARE HAVING **VIP SERVICES** WALK YOUR PASSPORT CARD APPLICATION THROUGH THE STATE DEPARTMENT. SEALED ENVELOPES MUST BE PRESENTED TO THE STATE DEPARTMENT WITHIN (5) FIVE WORKING DAYS OF BEING SEALED.

- 1.) [CLICK HERE](#) TO COMPLETE THE GOVERNMENT PASSPORT CARD APPLICATION (FORM DS-11) ONLINE. ONCE YOU HAVE COMPLETED THE FORM, YOU MUST PRINT OUT 2 COPIES BY CLICKING ON THE CREATE FORM BUTTON. **FAILURE TO DO SO WILL CAUSE DELAYS**. DO NOT SIGN THE APPLICATION UNTIL ASKED TO DO SO BY THE ACCEPTANCE AGENT.
 - * **WHEN COMPLETING THE APPLICATION BE SURE TO LIST VIP SERVICES INFORMATION IN THE MAIL PASSPORT TO POSITION.**
 - * **PLEASE ATTACH THE 2ND COPY OF THE COMPLETED APPLICATION TO THE OUTSIDE OF THE SEALED ENVELOPE ALONG WITH THE 2ND COPY OF THE SIGNED RELEASE LETTER, PROOF OF DEPARTURE AND THE VIP WORK ORDER REQUEST FORM.**
 - * **IF THE APPLICANT IS (16) SIXTEEN OR (17) SEVENTEEN WITHOUT A VALID DRIVERS LICENSE, A LEGAL GUARDIANS' SIGNATURE IS REQUIRED ON THE APPLICATION.**
- 2.) (2) TWO COLOR PASSPORT TYPE PHOTOGRAPHS (2"x2"). THE HEAD IS MEASURED FROM BOTTOM OF CHIN TO THE TOP OF THE HAIRLINE AND SHOULD BE BETWEEN 1 INCH AND 1 3/8 INCHES, TAKEN WITHIN THE PAST (3) THREE MONTHS. BE SURE THAT THE PHOTOGRAPH IS TAKEN WITH A WHITE BACK GROUND.

CONTINUED...



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- 3.) AN ORIGINAL CERTIFIED BIRTH CERTIFICATE ISSUED BY THE STATE OR COUNTY WHERE YOU WERE BORN. YOU MAY USE AN EXPIRED PASSPORT IN LIEU OF A BIRTH CERTIFICATE. NATURALIZED CITIZENS WILL USE THEIR NATURALIZATION CERTIFICATE IN LIEU OF A BIRTH CERTIFICATE.
- 4.) \$90.00 PAYABLE TO THE "DEPARTMENT OF STATE", (\$30.00 PASSPORT CARD FEE+\$60.00 EXPEDITE FEE =\$90.00) PLUS A \$25.00 EXECUTION FEE.
***CONTACT THE ACCEPTANCE AGENT FOR METHOD OF PAYMENT.**
- 5.) YOU WILL BE REQUIRED TO SHOW YOUR VALID DRIVERS LICENSE OR STATE ISSUED IDENTIFICATION. IF YOU CANNOT PROVIDE ACCEPTABLE I.D., PRESENT AS MANY DOCUMENTS AS POSSIBLE, DATING BACK AT LEAST 5 YEARS.
- 6.) YOU MUST COMPLETE AND INCLUDE TWO COPIES OF THE RELEASE LETTER AUTHORIZING VIP SERVICES TO COLLECT THE PASSPORT CARD ON YOUR BEHALF. ONE COPY OF THIS LETTER, WITH ORIGINAL SIGNATURE IN BLUE INK, SHOULD BE PLACED INSIDE THE SEALED ENVELOPE BY THE PASSPORT ACCEPTANCE AGENT AND THE OTHER SHOULD BE ATTACHED TO THE OUTSIDE OF THE ENVELOPE. IF A RELEASE LETTER IS NOT INCLUDED INSIDE THE SEALED ENVELOPE, THE PASSPORT CARD WILL BE MAILED TO THE ADDRESS LISTED ON THE APPLICATION.
- 7.) WITHOUT A LETTER OF EXPEDITE, THE STATE DEPARTMENT WILL PROCESS YOUR PASSPORT CARD IN APPROX. 25 WORKING DAYS. (SEE EXAMPLES ON PAGES 6 AND 7)
- 8.) A COMPLETED VIP SERVICES WORK ORDER FORM SHOULD BE ATTACHED TO THE OUTSIDE OF THE SEALED ENVELOPE.
- 9.) A COMPLETED VIP SERVICES PASSPORT INSTRUCTION SHEET.

NOTE:IF YOU ARE ALREADY IN POSSESSION OF A VALID U.S. PASSPORT, PLEASE CONTACT OUR OFFICE FOR THE CORRECT INFORMATION

REVISED: 12-10-2010 (JEN)

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EXAMPLE OF A "LETTER OF EXPEDITE"

PLEASE FOLLOW THIS FORMAT IF YOU WILL BE TRAVELING AS AN
INDIVIDUAL

DATE: _____

DEAR PASSPORT REPRESENTATIVE,

I, MR./MRS. (NAME) HAVE AN URGENT INTERNATIONAL DEPARTURE TO
(DESTINATION) FOR THE PURPOSE OF _____. I WILL BE
DEPARTING THE U.S.A. ON (DATE). I WILL BE TRAVELING
VIA (CAR-TRAIN-CRUISE LINE ETC) AND WILL BE RETURNING TO THE
USA ON (DATE). PLEASE EXPEDITE MY REQUEST FOR A PASSPORT CARD
AT YOUR EARLIEST CONVENIENCE.

THANK YOU FOR YOUR ASSISTANCE.

VERY TRULY YOURS,

(APPLICANTS SIGNATURE)



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EXAMPLE OF A "COMPANY LETTER OF EXPEDITE"

PLEASE FOLLOW THIS FORMAT ON AN ORIGINAL COMPANY LETTERHEAD
(IF YOU WILL BE TRAVELING ON BEHALF OF YOUR EMPLOYER)

DATE: _____

DEAR PASSPORT REPRESENTATIVE,

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

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

HE/SHE WILL BE DEPARTING THE U.S.A. ON (DATE). MR./MRS.

WILL BE TRAVELING VIA (CAR-TRAIN-CRUISE LINE ETC) AND WILL BE

RETURNING TO THE USA ON (DATE). PLEASE EXPEDITE HIS/HER

REQUEST FOR A PASSPORT CARD AT YOUR EARLIEST CONVENIENCE.

THANK YOU FOR YOUR ASSISTANCE.

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.



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RELEASE LETTER

DEAR PASSPORT REPRESENTATIVE,

I, _____, AUTHORIZE YOUR OFFICE TO DISCUSS
THE STATUS OF AND OR RELEASE OF MY PASSPORT CARD 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.