



# 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](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: \_\_\_\_\_  
CITY/ZIP: \_\_\_\_\_  
PHONE: \_\_\_\_\_  
CELL: \_\_\_\_\_  
FAX: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

### CREDIT CARD INFORMATION:

CARD#: \_\_\_\_\_  
EXP. DATE: \_\_\_\_\_ CVV#: \_\_\_\_\_

**SIGNATURE OF CARD HOLDER  
REQUIRED:** \_\_\_\_\_

### RETURN DOCUMENTS TO:

CONTACT: \_\_\_\_\_  
COMPANY: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY/ZIP: \_\_\_\_\_  
PHONE: \_\_\_\_\_  
CELL: \_\_\_\_\_  
FAX: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

### 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\_\_\_

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## EXTENSION OF A LIMITED PASSPORT *(FOR PASSPORTS ISSUED WITHIN ONE YEAR)*

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

### DOCUMENTS REQUIRED:

VALID PASSPORT:	<u>1</u>	APPLICATION (S):	<u>DS-5504</u>
PASSPORT TYPE PHOTO (S):	<u>1-COLOR</u>	TRAVEL ITINERARY:	<u>1-COPY</u>
PROOF OF DEPARTURE:	<u>1</u>	EXPIRED PASSPORT:	<u>N/A</u>
SEALED ENVELOPE:	<u>N/A</u>	LETTERS OF AUTHOR.:	<u>5</u>
OTHER:	<u>SEE NEXT PAGE(S) 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>	
MONEY ORDER FEE:	<u>\$6.00</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>
FED EX 1 <sup>ST</sup> OVERNIGHT:	<u>\$75.00</u>
LOCAL P/UP OR DLVY:	<u><a href="#">CLICK HERE</a> FOR QUOTE</u>

### 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 DAY BUSINESS 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**

**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 BEFORE 7:30 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 9 BUSINESS DAYS PLEASE EMAIL A COPY OF ALL YOUR DOCUMENTS TO [INFO@VIPPASSPORTS.COM](mailto: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: 8-10-2016 (JENN)

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## **REQUIREMENTS TO EXTEND THE VALIDITY OF A LIMITED PASSPORT**

PLEASE FOLLOW THESE INSTRUCTIONS IF YOUR PASSPORT WAS ISSUED WITHIN ONE YEAR TO DATE (SEE PASSPORT RENEWAL INSTRUCTIONS IF IT HAS BEEN LONGER THAN ONE YEAR OF ISSUANCE).

- 1.) **CLICK HERE** TO COMPLETE THE PASSPORT RE-APPLICATION FORM (DS-5504).
- 2.) **ONE (1) PASSPORT PHOTOGRAPH** (2x2) TAKEN WITHIN THE PAST THREE (3) MONTHS. BE SURE THAT THE PHOTOGRAPH IS TAKEN WITH A WHITE OR OFF-WHITE BACKGROUND AND BOTH EARS ARE SHOWING. PLEASE **CLICK HERE** FOR MORE GUIDANCE ON PHOTO SPECIFICATIONS.
- 3.) **ONE (1) LIMITED PASSPORT**; BE SURE THAT IT'S SIGNED.
- 4.) **CHECK OR MONEY ORDER** PAYABLE TO "DEPARTMENT OF STATE" IN THE AMOUNT OF \$60.00.
- 5.) **PROOF OF DEPARTURE** – ALL SUBMISSIONS REQUIRING A RESERVATION MUST BE ACCOMPANIED BY PROOF OF DEPARTURE SHOWING A U.S. DEPARTURE DATE WITHIN 14 DAYS (*IF NO VISA IS NEEDED*) OR 28 DAYS (*IF VISA IS NEEDED*). SUBMIT **ONE** OF THE FOLLOWING **INSIDE** YOUR SEALED ENVELOPE:
  - A CONFIRMED ITINERARY
  - A COPY OF YOUR AIRLINE TICKETS
  - AN ORIGINAL COMPANY LETTER OF EXPEDITE
- 6.) **RELEASE LETTERS AUTHORIZING VIP SERVICES, EXECUTIVE PASSPORT & VISA SERVICES, PASSPORT EXPRESS, PASSPORT PLUS, AND PASSPORT PHOTOS TO GO** (OUR PARTNER COMPANIES) TO COLLECT THE PASSPORT ON YOUR BEHALF. THE PASSPORT AGENCY LIMITS THE NUMBER OF PASSPORTS THAT CAN BE SUBMITTED ON A DAILY BASIS. PLEASE FILL OUT ALL THREE RELEASE LETTERS SO THAT WE MAY BETTER SERVE YOU ESPECIALLY IF REQUESTING A 8 DAYS OR LESS SERVICE. IF A RELEASE LETTER IS NOT INCLUDED YOUR PASSPORT WILL BE MAILED BACK TO YOU UPON COMPLETION.

**CONTINUED →**



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## **ALSO INCLUDE THE FOLLOWING INFORMATION IF YOU WERE ISSUED A LIMITED PASSPORT BECAUSE:**

### **YOU HAD AN UNACCEPTABLE BIRTH CERTIFICATE OR UNACCEPTABLE IDENTIFICATION:**

- 1.) **ORIGINAL CERTIFIED BIRTH CERTIFICATE** ISSUED BY THE STATE OR COUNTY WHERE YOU WERE BORN.
- 2.) **COPY OF DRIVER'S LICENSE** – FRONT/BACK, CLEAR COLOR COPY (*OR STATE ISSUED IDENTIFICATION CARD*)

### **YOU LOST YOUR PRIOR PASSPORT:**

- 1.) **ORIGINAL CERTIFIED BIRTH CERTIFICATE** ISSUED BY THE STATE OR COUNTY WHERE YOU WERE BORN.
- 2.) **COPY OF DRIVER'S LICENSE** – FRONT/BACK, CLEAR COLOR COPY (*OR STATE ISSUED IDENTIFICATION CARD*)
- 3.) **LETTER OF EXPLANATION** STATING THAT YOU HAVE CONDUCTED AN EXTENSIVE SEARCH AND HAVE BEEN UNABLE TO LOCATE YOUR PASSPORT. ALSO, STATE THAT YOU WILL NOTIFY THE PASSPORT AGENCY IF YOU WERE TO FIND THE LOST PASSPORT.
- 4.) IF THE PASSPORT WAS LOST OUTSIDE THE U.S.A., PLEASE SEND IN THE ORIGINAL LETTER FROM THE EMBASSY THAT WAS GIVEN TO YOU AT THE TIME YOU RECEIVED YOUR LIMITED REPLACEMENT PASSPORT. IF YOU DO NOT HAVE THIS LETTER, YOU WILL THEN HAVE TO APPLY AS IF YOU ARE A FIRST-TIME NEW PASSPORT APPLICANT USING THE DS-11 APPLICATION.

**SPECIAL NOTE:** OUR COMPANY IS ALLOWED TO SUBMIT APPLICATIONS TO THE PASSPORT OFFICE EACH DAY BEFORE 7:30 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.

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## 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)**

Applicant Name: \_\_\_\_\_  
(Last Name, First Name, Middle Name)

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

Courier Company Name: \_\_\_\_\_

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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6111 Broadway  
San Antonio, Texas 78209  
(210) 832-8833

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ELJAY ENTERPRISES, INC. D.B.A.  
**PASSPORT PLUS.NET**  
VISAS • PASSPORTS • DOCUMENTS

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Date: \_\_\_\_\_ (MM/DD/YYYY)

Courier Company Name: PASSPORT PLUS.NET

Applicant Signature: \_\_\_\_\_  
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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.