



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: _____

HOW DID YOU HEAR ABOUT VIP?

REPEAT CUSTOMER___ INTERNET___ REFERRED___ BY_____ WALK-IN___

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PASSPORT INSTRUCTION SHEET

APPLICATION (S) REQUESTED FOR: _____ ADDITIONAL PASSPORT PAGES _____

DOCUMENTS REQUIRED:

VALID PASSPORT:	<u>1</u>	APPLICATION (S): ON-LINE	<u>DS-4085</u>
PASSPORT TYPE PHOTO (S):	<u>N/A</u>	TRAVEL ITINERARY:	<u>1-COPY</u>
COMPANY LETTER:	<u>N/A</u>	EXPIRED PASSPORT:	<u>N/A</u>
SEALED ENVELOPE:	<u>N/A</u>	RELEASE LETTERS:	<u>3</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>
ADD VIP SERVICE FEE: (SEE BELOW)	<u> </u>
STATE DEPARTMENT FEE:	<u>\$82.00</u>
SPECIAL HANDLING FEE: ** (SEE NOTE)	<u> </u>
SUBTOTAL:	<u> </u>
*ADD RETURN FEDERAL EXPRESS FEE:	<u> </u>
TOTAL: (NO PERSONAL CHECKS)	<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 ST 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

- \$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 PASSPORTS ACCORDING TO YOUR DEPARTURE DATE. SAME DAY AND 24 -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 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 3 PASSPORT APPLICATIONS ON A SAME DAY/ 24-72 HOURS BASIS EACH DAY AND 22 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: 01-22-2011 (KS)

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REQUIREMENTS TO EXPEDITE ADDITIONAL U.S. PASSPORT PAGES

PLEASE FOLLOW THESE INSTRUCTIONS IF YOU NEED TO HAVE ADDITIONAL VISA PAGES ADDED TO YOUR CURRENT VALID PASSPORT. **IF YOU HAVE ALREADY OBTAINED TWO ADDITIONAL SETS OF PAGES (IN YOUR CURRENT PASSPORT) THE PASSPORT AGENCY WILL WANT YOU TO RENEW YOUR PASSPORT. PLEASE SEE THE PASSPORT RENEWAL INSTRUCTIONS.**

- 1.) [CLICK HERE](#) TO COMPLETE APPLICATION (DS-4085) ONLINE. ONCE COMPLETED PRINT THE FORM AND SIGN IT. THE PASSPORT AGENCY WILL NOT ACCEPT AN APPLICATION THAT HAS BEEN ALTERED IN ANY WAY (SCRATCH-OUTS, WHITE-OUT, ETC). IF YOU SUBMIT AN ALTERED APPLICATION, THERE MAY BE A DELAY IN PROCESSING YOUR APPLICATION.
- 2.) SUBMIT YOUR VALID U.S. PASSPORT, BE SURE IT'S SIGNED.
- 3.) A CHECK OR MONEY ORDER PAYABLE TO "DEPARTMENT OF STATE" IN THE AMOUNT OF \$142.00
- 4.) WITHOUT PROOF OF DEPARTURE, THE STATE DEPARTMENT WILL PROCESS YOUR PASSPORT PAGES IN APPROXIMATELY 10 WORKING DAYS. PLEASE ENCLOSE ONE OF THE FOLLOWING:
 - A.) CONFIRMED ITINERARY
 - B.) A COPY OF YOUR AIRLINE TICKETS or
 - C.) AN ORIGINAL COMPANY LETTER OF EXPEDITE
- 5.) RELEASE LETTER AUTHORIZING VIP SERVICES, EXECUTIVE PASSPORT & VISA SERVICES AND PASSPORT PHOTOS TO GO (OUR PARTNER COMPANIES) TO COLLECT THE PASSPORT ON YOUR BEHALF. THE PASSPORT AGENCY HAS A LIMIT ON THE AMOUNT OF PASSPORTS THAT CAN BE SUBMITTED ON A DAILY BASIS. PLEASE FILL OUT ALL THREE RELEASE LETTERS, SO THAT WE CAN BETTER SERVE YOU ESPECIALLY IF REQUESTING A 3 DAYS OR LESS SERVICE.
- 6.) A COMPLETED VIP SERVICES WORK ORDER REQUEST FORM.
- 7.) A COMPLETED VIP SERVICES PASSPORT INSTRUCTION SHEET.

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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.



EXECUTIVE PASSPORT & VISA SERVICE

Authorization/Release Letter Executive Passport & Visa Service

To Whom It May Concern:

I, _____, authorize any agent of Executive Passport & Visa Service to act as my agent in every aspect of expediting my passport and/or visa request. I authorize your office to the following which includes but not limited to:

- 1) Release my passport/visa to my agent in person.
- 2) Release my passport/visa to my agent by mail if deemed by you.
- 3) Discuss my application with my agent in person or by phone.

I acknowledge and agree that Executive Passport & Visa Service does NOT guarantee the issuance of my passport/visa and Executive Passport & Visa Service is NOT responsible for losses occurred due to any situation beyond their control, including but not limited to delay or loss of document(s) by your office or courier service.

Signature (as on application)

Date of Birth

Date



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

RELEASE LETTER

Dear PASSPORT REPRESENTATIVE,

I, _____, authorize your office to discuss the status of and/or release of my passport to: "PASSPORT PHOTOS TO GO", my agent in expediting my passport.

Thank you for your assistance.

Sincerely,

Signature: _____ Date: _____

Applicant's date of birth: _____

Applicant's 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, and vice versa.
3. In the event that it becomes necessary, this letter also authorizes the passport agency to mail the passport back to PASSPORT PHOTOS TO GO.

Note: PASSPORT PHOTOS TO GO is an expediting service. We do not issue passports.



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EXAMPLE OF A "COMPANY LETTER OF EXPEDITE"

PLEASE FOLLOW THIS FORMAT ON AN ORIGINAL COMPANY LETTERHEAD

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 ON (AIRLINE) AND WILL BE STAYING FOR A

PERIOD OF (LENGTH OF STAY). PLEASE EXPEDITE HIS/HER PASSPORT

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.
IF YOU ARE REQUESTING SAME DAY SERVICE WE RECOMMEND THAT YOU
ALSO SEND A COPY OF YOUR TRAVEL ITINERARY.