



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: REPLACEMENT OF A MUTILATED PASSPORT

DOCUMENTS REQUIRED:

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

PLEASE FORWARD THIS SHEET AND ALL ITEMS LISTED TO VIP SERVICES

FEES PER PERSON

| | |
|------------------------------------|-------------------|
| GOVERNMENT EXPEDITING FEE: | <u>INSIDE</u> |
| VIP SERVICES FEE: | <u> </u> |
| STATE DEPARTMENT FEE: | <u>INSIDE</u> |
| ADDITIONAL VIP SERVICES FEES: | <u> </u> |
| SUBTOTAL: | <u> </u> |
| *ADD RETURN FEDERAL EXPRESS FEE: | <u> </u> |
| TOTAL: (NO PERSONAL CHECKS) | <u> </u> |

*FEDERAL EXPRESS FEES

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

VIP SERVICES FEES:

PLEASE MARK THE APPROPRIATE BOX AND ADD THE FEES ABOVE FOR THE SERVICE (S) 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

ADDITIONAL VIP SERVICES FEES:

- \$50.00 SPECIAL HANDLING
- \$55.00 PASSPORT CARD

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 YOU'RE 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 TO 72 HOUR 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: 05-01-2011 (KS)

Specializing in Visas, Passports, Document Legalization and Translations



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REQUIREMENTS TO EXPEDITE A MUTILATED U.S. PASSPORT

PLEASE FOLLOW THESE INSTRUCTIONS IF:

YOUR CURRENT PASSPORT HAS BEEN DAMAGED IN ANY WAY THAT MAY CAUSE PROBLEMS WHEN YOU TRAVEL (e.g. DAMAGED IN THE WASHING MACHINE, PAGES RIPPED OUT, LAMANATION COMING OFF, ETC.)

TAKE THE BELOW MENTIONED DOCUMENTS TO AN ACCEPTANCE AGENT. [CLICK HERE](#) TO FIND YOUR LOCAL ACCEPTANCE AGENT NEAREST YOU. 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 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 APPLICATION (DS-11) ONLINE. ONCE YOU HAVE COMPLETED THE FORM, YOU MUST PRINT OUT THE APPLICATION BY 1ST CLICKING ON THE CREATE FORM BUTTON. **FAILURE TO DO SO WILL CAUSE A DELAY.** DO NOT SIGN THE APPLICATION UNTIL ASKED TO DO SO BY THE PASSPORT ACCEPTANCE AGENT.
 - WHEN COMPLETING THE APPLICATION BE SURE TO LIST VIP SERVICES INFORMATION IN THE MAIL PASSPORT SECTION.
 - PLEASE ATTACH THE 2ND COPY OF THE RELEASE LETTER TO THE OUTSIDE OF THE SEALED ENVELOPE ALONG WITH THE 2ND COPY OF THE PROOF OF DEPARTURE AND THE VIP WORK ORDER REQUEST FORM.
- 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 BACKGROUND.

CONTINUED...



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3.) AN ORIGINAL **CERTIFIED LONG FORM BIRTH CERTIFICATE** SHOWING THE APPLICANTS PARENT(S) FULL NAME LISTED ON THE CERTIFICATE ISSUED BY THE STATE WHERE YOU WERE BORN. IN ADDITION TO THIS, CERTIFIED COPIES MUST ALSO INCLUDE THE FOLLOWING:

- APPLICANTS FULL NAME
- DATE OF BIRTH AND PLACE OF BIRTH
- RAISED, EMBOSSED, IMPRESSED OR MULTICOLORED SEAL OF ISSUING AUTHORITY
- REGISTRARS SIGNATURE
- DATE THE CERTIFICATE WAS FILED WITH THE REGISTRARS OFFICE (MUST BE WITHIN ONE YEAR)

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.) A WRITTEN LETTER BY THE APPLICANT EXPLAINING HOW THE PASSPORT WAS DAMAGED.

5.) **PASSPORT BOOK FEES:**

\$170.00 PAYABLE TO THE "DEPARTMENT OF STATE", (\$110.00 PASSPORT FEE + \$60.00 EXPEDITE FEE = \$170.00) PLUS A \$25.00 EXECUTION FEE.

CONTACT THE ACCEPTANCE AGENT FOR METHOD OF PAYMENT.

AN ADDITIONAL \$30.00, ALSO MADE PAYABLE TO THE DEPARTMENT OF STATE, WILL BE REQUIRED WHEN APPLYING FOR A PASSPORT CARD AT THE SAME TIME.

6.) YOU WILL BE REQUIRED TO SHOW YOUR VALID DRIVERS LICENSE OR STATE ISSUED IDENTIFICATION. AS WELL AS SUBMIT A COPY OF YOUR VALID DRIVER LICENSE OR STATE ISSUED I.D., WHEN SWEARING IN. IF YOU CANNOT PROVIDE ACCEPTABLE I.D., PRESENT AS MANY DOCUMENTS AS POSSIBLE, DATING BACK AT LEAST (5) YEARS TO SUBSTANTIATE YOUR IDENTITY.

CONTINUED...



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- 7.) WITHOUT PROOF OF DEPARTURE THE STATE DEPARTMENT WILL PROCESS YOUR PASSPORT IN APPROXIMATELY 10 WORKING DAYS. INCLUDE ONE OF THE FOLLOWING IN YOUR SEALED ENVELOPE:
 - A.) A CONFIRMED ITINERARY,
 - B.) A COPY OF YOUR AIRLINE TICKETS or
 - C.) AN ORIGINAL COMPANY LETTER OF EXPEDITE

- 8.) YOU MUST COMPLETE AND INCLUDE TWO COPIES OF THE RELEASE LETTER AUTHORIZING VIP SERVICES TO COLLECT THE PASSPORT 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 WILL BE MAILED TO THE ADDRESS LISTED ON THE APPLICATION.

- 9.) A COMPLETED VIP SERVICES WORK ORDER AND PASSPORT INSTRUCTION SHEET SHOULD BE ATTACHED TO THE OUTSIDE OF THE SEALED ENVELOPE.

CONTINUED...



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ITEMS THAT MUST BE INSIDE THE SEALED ENVELOPE

- 1.) PASSPORT APPLICATION DS-11 THAT WAS COMPLETED ONLINE AND WITNESSED BY THE PASSPORT ACCEPTANCE AGENT
- 2.) PASSPORT TYPE COLOR PHOTO'S (x2)
- 3.) CERTIFIED COPY OF BIRTH CERTIFICATE OR NATURALIZATION CERTIFICATE
- 4.) \$170.00 OR \$200.00 PAYMENT (PAYABLE TO THE "DEPARTMENT OF STATE")
- 5.) ORIGINAL RELEASE LETTER
- 6.) PROOF OF DEPARTURE (COMPANY LETTER OR ITINERARY OR COPY OF AIRLINE TICKETS)

FOR MORE DETAILED INSTRUCTIONS ON THE ITEMS REQUIRED, PLEASE SEE THE TWO PREVIOUS PAGES.

ITEMS THAT MUST BE OUTSIDE THE SEALED ENVELOPE

- 1.) COMPLETED VIP WORK ORDER REQUEST FORM
- 2.) COMPLETED VIP PASSPORT INSTRUCTION SHEET
- 3.) ORIGINAL RELEASE LETTER
- 4.) COPY YOUR PROOF OF DEPARTURE
- 5.) VIP PAYMENT (PERSONAL CHECKS ARE NOT ACCEPTED)

FOR MORE DETAILED INSTRUCTIONS ON THE ITEMS REQUIRED, PLEASE SEE THE TWO PREVIOUS PAGES.

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 YOU'RE 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 TO 72 HOUR 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.

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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.



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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.