



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: _____ NAME CHANGE IN PASSPORT _____

DOCUMENTS REQUIRED:

VALID PASSPORT:	<u>1</u>	APPLICATION (S):	<u>DS-5504</u>
PASSPORT TYPE PHOTO (S):	<u>2</u>	ITINERARY\TICKET:	<u>1-COPY</u>
COMPANY LETTER:	_____	EXPIRED PASSPORT:	_____
SEALED ENVELOPE:	_____	RELEASE LETTER:	<u>1</u>
OTHER:	<u>SEE NEXT PAGE FOR MORE DETAILED INSTRUCTIONS.</u>		

PLEASE FORWARD THIS SHEET AND ALL ITEMS LISTED TO VIP SERVICES

<u>FEES PER PERSON</u>	<u>*FEDERAL EXPRESS FEES</u>
GOVERNMENT EXPEDITING FEE: <u>\$60.00</u>	PRIORITY LETTER <u>\$29.00</u>
ADD VIP SERVICE FEE: (SEE BELOW) _____	2-DAY LETTER <u>\$23.50</u>
STATE DEPARTMENT FEE: _____	3-DAY LETTER <u>\$19.50</u>
SPECIAL HANDLING FEE: ** (SEE NOTE) _____	SATURDAY LETTER <u>\$41.50</u>
SUBTOTAL: _____	FED EX 1 ST OVERNIGHT <u>\$75.00</u>
*ADD RETURN FEDERAL EXPRESS FEE: _____	LOCAL P/UP OR DLVY <u>CALL FOR QUOTE</u>
TOTAL: (NO PERSONAL CHECKS) _____	

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 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 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 BASIS EACH DAY AND 22 PASSPORT APPLICATIONS ON A 24 TO 72 HOUR RUSH 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 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: 3-7-2008

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REQUIREMENTS TO EXPEDITE A NAME CHANGE IN A U.S. PASSPORT

PLEASE FOLLOW THESE INSTRUCTIONS IF YOUR NAME HAS BEEN LEGALLY CHANGED WITHIN ONE YEAR OF PASSPORT ISSUANCE (SEE PASSPORT RENEWAL INSTRUCTIONS IF IT HAS BEEN LONGER THAN ONE YEAR).

- 1.) [CLICK HERE](#) TO COMPLETE THE PASSPORT RE-APPLICATION FORM (DS-5504) ONLINE.
- 2.) SUBMIT YOUR VALID U.S. PASSPORT, BE SURE IT'S SIGNED.
- 3.) (2) TWO COLOR PASSPORT TYPE PHOTOGRAPHS (2x2). 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 AN OFF-WHITE BACK GROUND AND BOTH EARS CAN BE SEEN.
- 4.) ORIGINAL DOCUMENTARY EVIDENCE, SUCH AS:
 - A.) ORIGINAL OR CERTIFIED COPY OF MARRIAGE CERTIFICATE
 - B.) ORIGINAL OR CERTIFIED COPY OF DIVORCE DECREE, OR
 - C.) ANY OTHER CERTIFIED DOCUMENT TO SHOW A LEGAL NAME CHANGE.
- 5.) A CHECK OR MONEY ORDER PAYABLE TO "DEPARTMENT OF STATE" IN THE AMOUNT OF \$60.00
- 6.) WITHOUT PROOF OF DEPARTURE THE STATE DEPARTMENT WILL PROCESS YOUR PASSPORT IN APPROXIMATELY 25 WORKING DAYS. PLEASE SUBMIT ONE OF THE FOLLOWING:
 - A.) CONFIRMED ITINERARY
 - B.) A COPY OF YOUR AIRLINE TICKETS or
 - C.) AN ORIGINAL COMPANY LETTER OF EXPEDITE
- 7.) A RELEASE LETTER AUTHORIZING VIP SERVICES TO COLLECT THE PASSPORT ON YOUR BEHALF. IF YOU DO NOT INCLUDE A RELEASE LETTER THE PASSPORT WILL BE MAILED TO THE ADDRESS LISTED ON THE APPLICATION.
- 8.) A COMPLETED VIP SERVICES WORK ORDER FORM.
- 9.) 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: _____

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.