



# VIP SERVICES

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: \_\_\_\_\_  
\_\_\_\_\_  
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 \_\_\_\_\_



# VIP SERVICES

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)

## PASSPORT INSTRUCTION SHEET

APPLICATION (S) REQUESTED FOR: 1<sup>ST</sup> TIME NEW PASSPORT - ADULT

### 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>
<b>TOTAL: (NO PERSONAL CHECKS)</b>	<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 <sup>ST</sup> 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



# VIP SERVICES

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)

## REQUIREMENTS TO EXPEDITE A FIRST TIME U.S. PASSPORT

PLEASE FOLLOW THESE INSTRUCTIONS IF:

- 1.) YOU HAVE NEVER HAD A UNITED STATES PASSPORT.
- 2.) IF YOU HAD A UNITED STATES PASSPORT BUT IT WAS ISSUED MORE THAN (15) FIFTEEN YEARS AGO.
- 3.) YOU WERE UNDER THE AGE OF (16) SIXTEEN WHEN YOUR LAST PASSPORT WAS ISSUED.

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 (FORM DS-11) ONLINE. ONCE YOU HAVE COMPLETED THE FORM, YOU MUST PRINT OUT THE APPLICATION BY 1<sup>ST</sup> 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 ACCEPTANCE AGENT.
  - WHEN COMPLETING THE APPLICATION, BE SURE TO LIST VIP SERVICES INFORMATION IN THE MAIL PASSPORT TO SECTION.
  - PLEASE ATTACH THE 2<sup>ND</sup> COPY OF THE RELEASE LETTER TO THE OUTSIDE OF THE SEALED ENVELOPE ALONG WITH THE 2<sup>ND</sup> COPY OF THE 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.

CONTINUED...



# VIP SERVICES

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)

- 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.
- 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.) **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.**
- 5.) 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...



## VIP SERVICES

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)

- 6.) PROOF OF INTERNATIONAL DEPARTURE  
INCLUDE ONE OF THE FOLLOWING **INSIDE** YOUR SEALED ENVELOPE:
- A.) A CONFIRMED ITINERARY,
  - B.) A COPY OF YOUR AIRLINE TICKETS or
  - C.) AN ORIGINAL COMPANY LETTER OF EXPEDITE
- 7.) 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.
- 8.) A COMPLETED VIP SERVICES WORK ORDER AND PASSPORT INSTRUCTION SHEET SHOULD BE ATTACHED TO THE OUTSIDE OF THE SEALED ENVELOPE.

CONTINUED...



## VIP SERVICES

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)

### ITEMS THAT MUST BE INSIDE THE SEALED ENVELOPE

- 1.) PASSPORT APPLICATION FORM DS-11 THAT WAS COMPLETED ONLINE AND WITNESSED BY THE PASSPORT ACCEPTANT AGENT
- 2.) PASSPORT TYPE COLOR PHOTO'S (x2)
- 3.) CERTIFIED COPY OF BIRTH CERTIFICATE OR NATURALIZATION CERTIFICATE OR OLD NONE MUTILATED EXPIRED PASSPORT
- 4.) \$170.00 OR \$200.00 PAYMENT (PAYABLE TO THE "DEPARTMENT OF STATE")
- 5.) ORIGINAL RELEASE LETTER
- 6.) COPY OF THE STATE ISSUED I.D.
- 7.) PROOF OF DEPARTURE (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 OF 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 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 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: 05-01-2010 (SDL)



# VIP SERVICES

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)

## 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.



# VIP SERVICES

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)

## 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.