

# 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: [vipinfo@vippassports.com](mailto:vipinfo@vippassports.com)



## WORK ORDER REQUEST FORM

### TRAVELER INFO

TRAVELER NAME	
TRAVELER DATE OF BIRTH	
DATE OF U.S. DEPARTURE	
DATE PASSPORT IS NEEDED	
VIP FILE LOCATOR NUMBER	
<b>PASSPORT SERVICES</b>	<input type="checkbox"/> SAME-DAY <input type="checkbox"/> 3-4 DAYS <input type="checkbox"/> 5-8 DAYS <input type="checkbox"/> 9-15 DAYS
<b>PROCESS SPEED</b> (SELECT ONE)	

**DON'T FORGET**  
TO FAX OR EMAIL  
YOUR DOCUMENTS TO  
OUR OFFICE FOR OUR  
COMPLIMENTARY  
PASSPORT/VISA  
PRE-CHECK!

### BILLING INFORMATION (CHECK BOX IF SAME AS SHIPPING)

CONTACT & COMPANY NAME	
ADDRESS (STREET, CITY, STATE, ZIP)	
PHONE NUMBER	
CELL NUMBER	
FAX NUMBER	
EMAIL	
P.O. OR BILLING REF#:	

### RETURN SHIPPING INFORMATION (CHECK BOX TO WAIVE SIGNATURE)

CONTACT & COMPANY NAME	
ADDRESS (STREET, CITY, STATE, ZIP)	
PHONE NUMBER	
CELL NUMBER	
FAX NUMBER	
EMAIL	

### METHOD OF PAYMENT

<input type="checkbox"/> CREDIT CARD	CARD NUMBER	EXP. DATE	CVV CODE
SIGNATURE OF CARD HOLDER		AUTH. AMOUNT \$_____	
<input type="checkbox"/> MONEY ORDER	<input type="checkbox"/> CASHIER'S CHECK	<input type="checkbox"/> COMPANY CHECK	

SPECIAL INSTRUCTIONS: \_\_\_\_\_

SPECIALIZING IN VISAS, PASSPORTS, DOCUMENT TRANSLATIONS & LEGALIZATIONS

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## U.S. PASSPORT RENEWAL (ADULT)

### DOCUMENTS REQUIRED

**PLEASE FORWARD THIS SHEET AND ALL THE REQUIREMENTS TO THE ADDRESS LISTED ABOVE**

U.S. PASSPORT:	1	ONLINE APPLICATION (S):	<a href="#">DS-82</a>
PASSPORT TYPE PHOTO (S):	1-COLOR	PROOF OF DEPARTURE	1-COPY
AUTHORIZATION LETTERS:	5		1-COPY

OTHER: SEE NEXT PAGES FOR MORE DETAILED INSTRUCTIONS.

### 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 WORKING 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**

### ADDITIONAL SERVICES FEES:

- \$55.00 (FOR APPLICANTS REQUESTING BOTH A PASSPORT BOOK & CARD)

<u>FEES PER PERSON</u>	
STATE DEPARTMENT EXPEDITING FEE:	\$60.00
STATE DEPARTMENT BOOK FEE:	\$110.00
VIP SERVICES FEE (SEE BELOW):	
ADDITIONAL VIP SERVICES FEE:	
MONEY ORDER FEE:	\$6.00
RETURN SHIPPING FEE:	
TOTAL: (NO PERSONAL CHECKS)	

<u>RETURN SHIPPING FEES</u>	
(CHECK ONE)	
<input type="checkbox"/> PRIORITY LETTER	\$35.00
<input type="checkbox"/> 2-DAY LETTER	\$27.50
<input type="checkbox"/> 3-DAY LETTER	\$22.50
<input type="checkbox"/> SATURDAY LETTER	\$49.00
<input type="checkbox"/> FED EX 1 <sup>ST</sup> OVERNIGHT	\$85.00
<input type="checkbox"/> IAH AIRPORT DLVY	\$75.00
<input type="checkbox"/> LOCAL P/UP OR DLVY	<a href="#">CLICK HERE</a> FOR QUOTE

**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 AT 7:00 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 8 BUSINESS DAYS PLEASE EMAIL A COPY OF ALL YOUR DOCUMENTS TO [VIPINFO@VIPPASSPORTS.COM](mailto:VIPINFO@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 MAY 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.

COMMENTS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

REVISED: 4-27-2018(JENN)

**Specializing in Visas, Passports, Document Legalization and Translations**

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## **REQUIREMENTS TO EXPEDITE THE RENEWAL OF A U.S. PASSPORT**

PLEASE FOLLOW THESE INSTRUCTIONS IF:

YOUR PASSPORT WAS ISSUED LESS THAN FIFTEEN (15) YEARS AGO AND YOU WERE OVER THE AGE OF SIXTEEN (16) WHEN IT WAS ISSUED, YOUR CURRENT PASSPORT HAS NO AVAILABLE VISA PAGES, **OR** YOU WANT TO CHANGE YOUR NAME IN YOUR PASSPORT AFTER ONE YEAR OF ISSUANCE:

- 1.) **CLICK HERE** TO COMPLETE THE GOVERNMENT PASSPORT RENEWAL APPLICATION (DS-82) ONLINE. **FAILURE TO DO SO WILL CAUSE DELAYS. AN EXPEDITED REQUEST MUST HAVE AN "ONLINE" APPLICATION; HANDWRITTEN APPLICATIONS ARE NOT ACCEPTED BY THE DEPARTMENT OF STATE.**
  - DO NOT PRINT ANY DOCUMENT DOUBLE-SIDED.
- 2.) **ONE COLOR PASSPORT TYPE PHOTOGRAPH** (2X2). THE HEAD IS MEASURED FROM THE BOTTOM OF CHIN TO THE TOP OF THE HEAD (*INCLUDING HAIR*) AND SHOULD BE BETWEEN 1 INCH AND 1 3/8 INCHES. PHOTOS MUST BE TAKEN WITHIN THE LAST SIX MONTHS AND HAVE AN OFF-WHITE BACKGROUND. BE SURE THAT BOTH EARS CAN BE SEEN. GLASSES ARE NOT PERMITTED. **CLICK HERE** FOR MORE GUIDANCE ON PHOTO SPECIFICATIONS.
- 3.) **CURRENT PASSPORT** THAT HAS LESS THAN TWO (2) YEARS OF REMAINING VALIDITY OR AN EXPIRED PASSPORT THAT WAS ISSUED LESS THAN FIFTEEN (15) YEARS AGO.
- 4.) **DEPARTMENT OF STATE FEE:** *MADE PAYABLE TO THE U.S. DEPARTMENT OF STATE*
  - \$170.00 PASSPORT BOOK
  - \$ 30.00 PASSPORT CARD
- 5.) **PROOF OF DEPARTURE** – SUBMIT ONE OF THE FOLLOWING:
  - A CONFIRMED ITINERARY
  - A COPY OF YOUR AIRLINE TICKETS
  - AN ORIGINAL COMPANY LETTER OF EXPEDITE
- 6.) **LETTER(S) OF AUTHORIZATION** ALLOWING VIP SERVICES AND EXECUTIVE PASSPORT & VISA SERVICE, PASSPORT EXPRESS, PASSPORT PHOTOS TO GO AND PASSPORT PLUS VISAS (OUR PARTNER COMPANIES) TO DISCUSS THE STATUS OF YOUR APPLICATION AND COLLECT THE PASSPORT ON YOUR BEHALF. THE PASSPORT AGENCY HAS A LIMIT ON THE AMOUNT OF PASSPORT APPLICATIONS THAT CAN BE SUBMITTED ON DAILY BASIS. PLEASE FILL OUT ALL AUTHORIZATION LETTERS, SO THAT WE CAN BETTER SERVE YOU.

**CONTINUED →**

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7.) **ORIGINAL DOCUMENT FOR LEGAL NAME CHANGE** IF DIFFERENT IN CURRENT PASSPORT.

- ORIGINAL OR CERTIFIED COPY OF MARRIAGE CERTIFICATE
- ORIGINAL OR CERTIFIED COPY OF DIVORCE DECREE OR
- ANY OTHER ORIGINAL OR CERTIFIED DOCUMENT TO SHOW THE LEGAL NAME CHANGE.

**SPECIAL NOTE:** OUR COMPANY IS ALLOWED TO SUBMIT APPLICATIONS TO THE PASSPORT OFFICE EACH DAY AT 7:00 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 the 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 the 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 pickup 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 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 office 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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(Area Code – XXX-XXXX) (MM/DD/YYYY)

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# Passport Photos To Go

Houston's Leading Passport Company



2010 Louisiana Street Houston, Texas 77002  
713-659-36861-866-849-8472 Fax 832-200-2944

Website: [www.passportphotostogo.com](http://www.passportphotostogo.com) Email: [info@passportphotostogo.com](mailto:info@passportphotostogo.com)

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

**LETTER OF AUTHORIZATION**

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# PASSPORT PLUS VISAS

VISAS • PASSPORTS • DOCUMENTS

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## EXAMPLE OF COMPANY LETTER OF EXPEDITE

**DO NOT ATTENTION THIS LETTER TO VIP SERVICES**

*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,

(SUPERVISOR'S TITLE AND 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. IF YOU ARE  
REQUESTING SAME DAY SERVICE, WE RECOMMEND THAT YOU ALSO SEND A  
COPY OF YOUR TRAVEL ITINERARY.*