



# 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: REFERRAL\_\_\_ INTERNET\_\_\_ REPEAT CLIENT\_\_\_ OTHER\_\_\_

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## PASSPORT INSTRUCTION SHEET

APPLICATION (S) REQUESTED FOR: PASSPORT CARD USING A DS-82 APPLICATION

### DOCUMENTS REQUIRED:

ORIGINAL PASSPORT:	<u>1</u>	APPLICATION (S):	<u>DS-82</u>
PASSPORT TYPE PHOTO (S):	<u>2-COLOR</u>	LETTER OF EXPEDITE:	<u>1</u>
EXPIRED PASSPORT:	<u>N/A</u>	RELEASE LETTER(S):	<u>2</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>
<b>ADD VIP SERVICE FEE: (SEE BELOW)</b>	<u>          </u>
STATE DEPARTMENT FEE:	<u>\$30.00</u>
SPECIAL HANDLING FEE: <b>** (SEE NOTE)</b>	<u>          </u>
SUBTOTAL:	<u>          </u>
<b>*ADD RETURN FEDERAL EXPRESS FEE:</b>	<u>          </u>
<b>TOTAL: (NO PERSONAL CHECKS)</b>	<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 <sup>ST</sup> 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

**IMPORTANT NOTE:** PLEASE BE ADVISED THAT THE U.S. PASSPORT OFFICE ISSUES PASSPORTS AND PASSPORT CARDS ACCORDING TO YOUR DEPARTURE DATE. 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. **\*\*IF YOU NEED THE PASSPORT CARD TO BE CONSIDERED FOR 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 SUBMIT 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 (PLEASE LIST THE RESERVATION CONFIRMATION NUMBER IN THE BOTTOM RIGHT HAND CORNER OF 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: 12-10-2010 JEN



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## REQUIREMENTS TO EXPEDITE A PASSPORT CARD AND YOU ARE IN POSSESSION OF YOUR PREVIOUSLY ISSUED U.S. PASSPORT

PLEASE FOLLOW THESE INSTRUCTIONS IF:

YOUR CAN SUBMIT YOUR CURRENT PASSPORT AND IT WAS ISSUED LESS THAN (15) FIFTEEN YEARS AGO AND YOU WERE OVER THE AGE OF (16) SIXTEEN WHEN IT WAS ISSUED.

- 1.) [CLICK HERE](#) TO COMPLETE THE GOVERNMENT PASSPORT CARD APPLICATION (DS-82) ONLINE. ONCE YOU HAVE COMPLETED THE FORM, CLICK ON THE CREATE FORM BUTTON AND THEN PRINT IT OUT AND BE SURE TO SIGN IT. **FAILURE TO DO SO WILL CAUSE DELAYS.**
- 2.) (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.) YOUR CURRENT PASSPORT THAT THAT WAS ISSUED LESS THAN (15) FIFTEEN YEARS AGO.
- 5.) **\$90.00** PAYABLE TO THE "DEPARTMENT OF STATE".
- 6.) PLEASE SUBMIT ONE OF THE FOLLOWING PROOFS OF DEPARTURE:
  - A.) AN ORIGINAL COVER LETTER FROM THE APPLICANT EXPLAINING WHEN AND WHERE YOU ARE TRAVELING TO
  - B.) AN ORIGINAL COMPANY LETTER OF EXPEDITE
- 7.) A RELEASE LETTER AUTHORIZING VIP SERVICES AND EXECUTIVE PASSPORT & VISA SERVICE (OUR PARTNER COMPANY) 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 BOTH RELEASE LETTERS OUT, SO THAT WE CAN BETTER SERVE YOU.
- 8.) A COMPLETED VIP SERVICES WORK ORDER FORM.
- 9.) COMPLETED VIP SERVICES PASSPORT INSTRUCTION SHEET.

REVISED: 12-10-2010 (SDL)

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## EXAMPLE OF A "COMPANY LETTER OF EXPEDITE"

PLEASE FOLLOW THIS FORMAT ON AN ORIGINAL COMPANY LETTERHEAD  
(IF YOU WILL BE TRAVELING ON BEHALF OF YOUR EMPLOYER)

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 VIA (CAR-TRAIN-CRUISE LINE ETC) AND WILL BE

RETURNING TO THE USA ON (DATE). PLEASE EXPEDITE HIS/HER

REQUEST FOR A PASSPORT CARD 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.



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## EXAMPLE OF A "LETTER OF EXPEDITE"

PLEASE FOLLOW THIS FORMAT IF YOU WILL BE TRAVELING AS AN  
INDIVIDUAL

DATE: \_\_\_\_\_

DEAR PASSPORT REPRESENTATIVE

I, MR./MRS. (NAME) HAVE AN URGENT INTERNATIONAL DEPARTURE TO  
(DESTINATION) FOR THE PURPOSE OF \_\_\_\_\_. I WILL BE  
DEPARTING THE U.S.A. ON (DATE). I WILL BE TRAVELING  
VIA (CAR-TRAIN-CRUISE LINE ETC) AND WILL BE RETURNING TO THE  
USA ON (DATE). PLEASE EXPEDITE MY REQUEST FOR A PASSPORT CARD  
AT YOUR EARLIEST CONVENIENCE.

THANK YOU FOR YOUR ASSISTANCE.

VERY TRULY YOURS,

(APPLICANTS SIGNATURE)



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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.



**EXECUTIVE PASSPORT & VISA SERVICE**

2520 Avenue K, Suite 700  
Plano, TX 75074  
(972)424-1982

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