

# 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)



## **ATTENTION:**

**ALL REQUESTS MUST INCLUDE PROOF OF DEPARTURE  
(ITINERARY, TICKET, COMPANY LETTER OF EXPEDITE) SHOWING  
A DEPARTURE DATE WITHIN 14 DAYS (IF NO VISA IS NEEDED) OR  
28 DAYS (IF VISA IS NEEDED).**

**DUE TO THE SUBMISSION LIMITATIONS ENFORCED BY THE U.S.  
PASSPORT AGENCY, ALL FIRST-TIME PASSPORT REQUESTS  
REQUIRE A RESERVATION. PLEASE BE SURE TO EMAIL  
([VIPINFO@VIPPASSPORTS.COM](mailto:VIPINFO@VIPPASSPORTS.COM)) COPIES OF ALL DOCUMENTS  
TO OUR OFFICE FOR REVIEW AND TO HAVE THE APPLICANT'S  
NAME ADDED TO THE SUBMISSION RESERVATION LIST.**

**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.**

**THANKS,  
*VIP PASSPORT SERVICES, INC.***

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## RESERVATION CANCELLATION POLICY

ALL APPLICANTS REQUESTING THEIR PASSPORT BE PROCESSED FASTER THAN 9 – 15 BUSINESS DAYS ARE REQUIRED TO HAVE A SUBMISSION RESERVATION. WHEN COPIES OF PASSPORT DOCUMENTS ARE RECEIVED AND REVIEWED, THE APPLICANT'S NAME WILL BE ADDED TO OUR RESERVATION LIST ON THE REQUESTED DAY, OR THE FIRST AVAILABLE DAY OF SUBMISSION.

WE DO UNDERSTAND THAT THE UNEXPECTED CAN HAPPEN, SO WE ARE HAPPY TO CANCEL OR RESCHEDULE YOUR RESERVATION WHEN NEEDED. HOWEVER, STARTING JANUARY 1<sup>ST</sup>, 2019, AN ADMINISTRATIVE CANCELLATION FEE OF 50% OF THE REQUESTED VIP SERVICE FEE WILL BE CHARGED IF ONE OR MORE OF THE FOLLOWING OCCUR:

- **SHORT-NOTICE CANCELLATIONS** (*APPLICANT'S ORIGINALS ARE NOT RECEIVED IN TIME FOR SUBMISSION AND THE RESERVATION IS NOT CANCELLED OR RESCHEDULED IN A REASONABLE AMOUNT OF TIME, USUALLY AT LEAST ONE BUSINESS DAY PRIOR TO THE SCHEDULED SUBMISSION DATE*)
- **NO CALL/NO SHOWS** (*WE ARE NOT ABLE TO REACH THE APPLICANT OR THEIR PROXY TO CONFIRM THE ORIGINALS ARE IN ROUTE FOR SUBMISSION THE FOLLOWING BUSINESS DAY*)

IF YOU HAVE ANY QUESTIONS REGARDING OUR CANCELLATION POLICIES FOR PASSPORT RESERVATIONS, PLEASE CONTACT OUR OFFICE TO SPEAK WITH THE MANAGER FOR MORE DETAILS.

THANK YOU,  
VIP PASSPORT SERVICES, INC.

*SPECIALIZING IN VISAS, PASSPORTS, DOCUMENT LEGALIZATION AND TRANSLATIONS*

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## 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

**PASSPORT SERVICES**

SAME-DAY       3-4 DAYS

**PROCESS SPEED** (SELECT ONE)

5-8 DAYS

### **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 NAME

ADDRESS (STREET, CITY, STATE, ZIP)

PHONE NUMBER

CELL NUMBER

FAX NUMBER

EMAIL

### METHOD OF PAYMENT

CREDIT CARD

CARD NUMBER

EXP. DATE

CVV CODE

SIGNATURE OF CARD HOLDER

AUTH. AMOUNT \$ \_\_\_\_\_

MONEY ORDER

CASHIER'S CHECK

COMPANY CHECK

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

SPECIALIZING IN VISAS, PASSPORTS, DOCUMENT TRANSLATIONS & LEGALIZATIONS

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## REPLACEMENT OF A U.S. PASSPORT (MUTILATED) **ADULT APPLICANTS ONLY**

### DOCUMENTS REQUIRED

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

<b>SEALED ENVELOPE:</b>	1	
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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:

- \$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:	SEALED
STATE DEPARTMENT BOOK FEE:	SEALED
VIP SERVICES FEE (SEE BELOW):	
ADDITIONAL VIP SERVICES FEE:	
MONEY ORDER FEE:	N/A
RETURN SHIPPING FEE:	
<b>TOTAL: (NO PERSONAL CHECKS)</b>	

<u>RETURN SHIPPING FEES</u>	
<i>(CHECK ONE)</i>	
<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 10-1-2018 JENN

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## REQUIREMENTS TO EXPEDITE A MUTILATED U.S. PASSPORT REPLACEMENT

**PLEASE FOLLOW THESE INSTRUCTIONS IF:**

**YOUR CURRENT PASSPORT HAS BEEN DAMAGED IN ANY WAY THAT MAY CAUSE PROBLEMS WHEN YOU TRAVEL (I.E. DAMAGED IN THE WASHING MACHINE, PAGES RIPPED OUT, LAMINATION 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 FIVE (5) WORKING DAYS OF BEING SEALED.

- 1.) [CLICK HERE](#) TO COMPLETE THE GOVERNMENT PASSPORT APPLICATION (FORM DS-11) ONLINE. **FAILURE TO DO SO WILL CAUSE A DELAY.** DO NOT SIGN THE APPLICATION UNTIL ASKED TO DO SO BY THE ACCEPTANCE AGENT.
  - IF THE APPLICANT IS SIXTEEN (16) OR SEVENTEEN (17) WITHOUT A VALID DRIVER'S LICENSE, A LEGAL GUARDIAN'S SIGNATURE IS REQUIRED ON THE APPLICATION.
- 2.) **ONE (1) COLOR PASSPORT TYPE PHOTOGRAPH - NO GLASSES** (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. PLEASE [CLICK HERE](#) FOR MORE GUIDANCE ON PHOTO SPECIFICATIONS.
- 3.) **ORIGINAL CERTIFIED LONG FORM BIRTH CERTIFICATE** SHOWING THE APPLICANT'S 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:
  - APPLICANT'S FULL NAME
  - DATE & PLACE OF BIRTH
  - RAISED, EMBOSSED, IMPRESSED OR MULTICOLORED SEAL OF ISSUING AUTHORITY
  - REGISTRAR'S SIGNATURE
  - DATE THE CERTIFICATE WAS FILED WITH THE REGISTRAR'S OFFICE (MUST BE WITHIN ONE YEAR)

YOU MAY USE AN EXPIRED PASSPORT OR REPORT OF BIRTH ABROAD IN LIEU OF A BIRTH CERTIFICATE. NATURALIZED CITIZENS WILL USE THEIR NATURALIZATION CERTIFICATE IN LIEU OF A BIRTH CERTIFICATE.

- 4.) **PASSPORT BOOK FEES\***: (CONTACT THE ACCEPTANCE AGENT FOR METHOD OF PAYMENT) \$170.00 PAYABLE TO THE "US DEPARTMENT OF STATE", (\$110.00 PASSPORT FEE + \$60.00 EXPEDITE FEE = \$170.00) PLUS A \$35.00 EXECUTION FEE. \*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.

CONTINUED →

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- 5.) **COPY OF DRIVER'S LICENSE/STATE I.D.** - YOU WILL BE REQUIRED TO SHOW YOUR VALID DRIVER'S 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 FIVE (5) YEARS TO SUBSTANTIATE YOUR IDENTITY.
- 6.) **PROOF OF DEPARTURE** - ALL SUBMISSIONS MUST BE ACCOMPANIED BY PROOF OF DEPARTURE SHOWING A U.S. DEPARTURE DATE WITHIN 14 DAYS (IF NO VISA IS NEEDED) OR 28 DAYS (IF VISA IS NEEDED). SUBMIT ONE OF THE FOLLOWING **INSIDE** YOUR SEALED ENVELOPE:
  - A CONFIRMED ITINERARY
  - A COPY OF YOUR AIRLINE TICKETS
  - AN ORIGINAL COMPANY LETTER OF EXPEDITE
- 7.) **LETTER OF AUTHORIZATION** - YOU MUST COMPLETE AND INCLUDE THE LETTER OF AUTHORIZATION ALLOWING VIP SERVICES TO DISCUSS THE STATUS OF YOUR APPLICATION AND COLLECT THE PASSPORT ON YOUR BEHALF. THE ORIGINAL OF THIS LETTER, WITH ORIGINAL SIGNATURE IN BLUE INK, SHOULD BE PLACED INSIDE THE SEALED ENVELOPE BY THE PASSPORT ACCEPTANCE AGENT AND A COPY SHOULD BE ATTACHED TO THE OUTSIDE OF THE ENVELOPE.
- 8.) **LETTER OF EXPLANATION** - A WRITTEN LETTER BY THE APPLICANT EXPLAINING HOW THE PASSPORT WAS DAMAGED.
- 9.) **FOR APPLICANT WHO HAS NOT YET BEEN ISSUED A SOCIAL SECURITY NUMBER** – PLEASE BE SURE TO INCLUDE AN ADDITIONAL LETTER INCLUDING THE FOLLOWING STATEMENT:  
  
*"I DECLARE UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE UNITED STATES THAT THE FOLLOWING IS TRUE AND CORRECT: I HAVE NEVER BEEN ISSUED A SOCIAL SECURITY NUMBER BY THE SOCIAL SECURITY ADMINISTRATION."*
- 10.) **PASSPORT DOCUMENT CHECKLIST** (SEE PAGE 8) – FAILURE TO INCLUDE THIS CHECKLIST COULD CAUSE A DELAY IN SUBMITTING AND/OR PROCESSING YOUR REQUEST. IF THE PASSPORT OFFICE ACCEPTS THE DOCUMENTS AND ANY OF THE DOCUMENTS ARE NOT PROPERLY COMPLETED/SUBMITTED, THERE WILL BE A DELAYING IN COMPLETING YOUR REQUEST AS WELL AS ADDITIONAL FEES.

**IMPORTANT:** OUR COMPANY IS ALLOWED TO SUBMIT APPLICATIONS TO THE PASSPORT OFFICE EACH DAY BEFORE 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.

**\*\*\*\*\*VERY IMPORTANT\*\*\*\*\***

**WE ARE UNABLE TO SUBMIT YOUR SEALED APPLICATION TO THE DEPARTMENT OF STATE WITHOUT HAVING A COPY OF WHAT IS ENCLOSED IN THE ENVELOPE WITH A COMPLETED DOCUMENT CHECKLIST. WE CANNOT OPEN A SEALED ENVELOPE SO PLEASE BE SURE A COPY OF ALL REQUIRED DOCUMENTS ARE MADE PRIOR TO GOING TO AN ACCEPTANCE AGENT AND INCLUDE THOSE COPIES ALONG WITH YOUR SEALED ENVELOPE.**

CONTINUED →

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## 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
- 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 AUTHORIZATION LETTER
- 6.) COPY OF THE STATE ISSUED I.D.
- 7.) LETTER EXPLAINING HOW PASSPORT WAS DAMAGED
- 8.) STATEMENT REGARDING SOCIAL SECURITY NUMBER (*WHEN APPLICABLE*)
- 9.) PROOF OF DEPARTURE (COMPANY LETTER, 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.) A COPY OF THE DS-11 THAT HAS BEEN **COMPLETED ONLINE** PRIOR TO HAVING THE APPLICANTS SIGNATURE WITNESSED (FAILURE TO DO SO WILL CAUSE A DELAY)
- 4.) COPY OF LETTER OF AUTHORIZATION
- 5.) COPY OF BIRTH CERTIFICATE
- 6.) A COPY OF THE LETTER EXPLAINING HOW PASSPORT WAS DAMAGED
- 7.) COPY OF PROOF OF DEPARTURE
- 8.) COPY OF STATEMENT REGARDING SOCIAL SECURITY NUMBER (WHEN APPLICABLE)
- 9.) COMPLETED AND SIGNED PASSPORT DOCUMENT CHECKLIST
- 10.)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. ALL SUBMISSIONS MUST BE ACCOMPANIED BY PROOF OF DEPARTURE SHOWING A U.S. DEPARTURE DATE WITHIN 14 DAYS (IF NO VISA IS NEEDED) OR 28 DAYS (IF VISA IS NEEDED). RESERVATIONS ARE MADE ON A FIRST-COME, FIRST-SERVE BASIS AND ARE NOT ALWAYS AVAILABLE FOR APPLICANTS WHO DO NOT SEND OVER THEIR DOCUMENTS TO REVIEW PRIOR TO SENDING IN THEIR ORIGINALS. OUR COMPANY IS ALLOWED TO SUBMIT APPLICATIONS TO THE PASSPORT OFFICE EACH DAY BEFORE 7:00 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 8:00 A.M. DELIVERY. **TO REQUEST A RESERVATION PRIOR TO SENDING IN ALL ORIGINAL DOCUMENTATION, PLEASE EMAIL A COPY OF ALL DOCUMENTS TO [VIPINFO@VIPPASSPORTS.COM](mailto:VIPINFO@VIPPASSPORTS.COM). 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 WILL 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.

REVISED 10-1-2018 JENN



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## PASSPORT REQUEST CHECKLIST

### FIRST TIME OR LOST/STOLEN SEALED ENVELOPES

**THIS FORM MUST BE INCLUDED WITH ALL REQUESTS!**

DUE TO STRICT REGULATIONS ENFORCED BY THE U.S. DEPARTMENT OF STATE ON PASSPORT EXPEDITING AGENCIES, WE MUST CONFIRM THE FOLLOWING INFORMATION BEFORE WE WILL BE ABLE TO SUBMIT YOUR APPLICATION. INCLUDE THIS CHECKLIST WITH THE COPIES OF THE FOLLOWING DOCUMENTS ON THE OUTSIDE OF THE SEALED ENVELOPE:

- APPLICATION (DS-11) IS COMPLETED ONLINE
- PASSPORT PHOTO IS ATTACHED TO APPLICATION
- APPLICATION WAS SIGNED BY APPLICANT/LEGAL GUARDIAN IN FRONT OF ACCEPTANCE AGENT AT POST OFFICE/COUNTY CLERK
- PROOF OF DEPARTURE IS SEALED WITH DOCUMENTS, SHOWING A TRAVEL DATE WITHIN: (*INDICATE BELOW*)
  - 14 DAYS (*IF NO VISA IS NEEDED*)
  - 28 DAYS (*IF VISA IS NEEDED*)
- ORIGINAL SIGNED LETTER OF AUTHORIZATION IS INSIDE ENVELOPE
- CLEAR COPY OF VALID GOVERNMENT OR STATE-ISSUED I.D. (*i.e. - COPY OF VALID DRIVER'S LICENSE*)
- PROOF OF U.S. CITIZENSHIP INSIDE ENVELOPE (*INDICATE BELOW*):
  - CERTIFIED U.S. BIRTH CERTIFICATE
  - PREVIOUS U.S. PASSPORT - UNDAMAGED
  - CONSULAR REPORT OF BIRTH ABROAD
  - CERTIFICATE OF NATURALIZATION/CITIZENSHIP
- ENVELOPE WAS SEALED BY ACCEPTANCE AGENT ON: (*DATE*) \_\_\_\_\_
- PAYMENT SEALED INSIDE OF ENVELOPE
  - ❖ METHOD OF PAYMENT: (*CIRCLE ONE*)  
PERSONAL CHECK                      MONEY ORDER                      OTHER \_\_\_\_\_
  - ❖ CHECK/MONEY ORDER NUMBER: \_\_\_\_\_
  - ❖ DATE OF ISSUE: \_\_\_\_\_
  - ❖ AMOUNT OF PAYMENT: \$ \_\_\_\_\_
  - ❖ MADE PAYABLE TO: \_\_\_\_\_

APPLICANT NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

FAILURE TO INCLUDE THIS CHECKLIST COULD CAUSE A DELAY IN SUBMITTING AND/OR PROCESSING YOUR REQUEST. IF THE PASSPORT OFFICE ACCEPTS THE DOCUMENTS AND ANY OF THE DOCUMENTS ARE NOT PROPERLY COMPLETED/SUBMITTED, THERE WILL BE A DELAY IN COMPLETING YOUR REQUEST AS WELL AS ADDITIONAL FEES. VIP IS NOT RESPONSIBLE FOR DELAYS BEYOND OUR CONTROL.



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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)

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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.*