

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 Email: 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

PASSPORT SERVICES

SAME-DAY

3-4 DAYS

PROCESS SPEED (SELECT ONE)

5-8 DAYS

9-15 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 & COMPANY 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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U.S. PASSPORT EXTENSION (FOR PASSPORTS ISSUED WITHIN ONE YEAR)

DOCUMENTS REQUIRED

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

U.S. PASSPORT:	1	ONLINE APPLICATION (S):	1
PASSPORT TYPE PHOTO (S):	1-COLOR	PROOF OF DEPARTURE	1-COPY
AUTHORIZATION LETTERS:	5		

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**
- \$145.003 TO 4 DAY RUSH - **RESERVATION REQUIRED**
- \$195.00SAME 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:	N/A
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 ST OVERNIGHT	\$85.00
<input type="checkbox"/> IAH AIRPORT DLVY	\$75.00
<input type="checkbox"/> LOCAL P/UP OR DLVY	CLICK HERE 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 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

Specializing in Visas, Passports, Document Legalization and Translations

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EXTENSION OF U.S. PASSPORT (FOR PASSPORT ISSUED WITHIN ONE YEAR)

PLEASE FOLLOW THESE INSTRUCTIONS IF YOUR PASSPORT WAS ISSUED WITHIN ONE YEAR TO DATE
(SEE PASSPORT RENEWAL INSTRUCTIONS IF IT HAS BEEN LONGER THAN ONE YEAR OF ISSUANCE).

- 1.) **CLICK HERE** TO COMPLETE THE PASSPORT RE-APPLICATION FORM (DS-5504).
- 2.) **ONE (1) PASSPORT PHOTOGRAPH – NO GLASSES**(2x2) TAKEN WITHIN THE PAST THREE (3) MONTHS. BE SURE THAT THE PHOTOGRAPH IS TAKEN WITH A WHITE OR OFF-WHITE BACKGROUND AND BOTH EARS ARE SHOWING. PLEASE **CLICK HERE** FOR MORE GUIDANCE ON PHOTO SPECIFICATIONS.
- 3.) **ONE (1) LIMITED PASSPORT**; BE SURE THAT IT'S SIGNED.
- 4.) **CHECK OR MONEY ORDER** PAYABLE TO "DEPARTMENT OF STATE" IN THE AMOUNT OF \$60.00.
- 5.) **PROOF OF DEPARTURE** – ALL SUBMISSIONS REQUIRING A RESERVATION 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:
 - A CONFIRMED ITINERARY
 - A COPY OF YOUR AIRLINE TICKETS
 - AN ORIGINAL COMPANY LETTER OF EXPEDITE
- 6.) **RELEASE LETTERS AUTHORIZING** VIP SERVICES, EXECUTIVE PASSPORT & VISA SERVICES, PASSPORT EXPRESS, PASSPORT PLUS, AND PASSPORT PHOTOS TO GO (OUR PARTNER COMPANIES) TO COLLECT THE PASSPORT ON YOUR BEHALF. THE PASSPORT AGENCY LIMITS THE NUMBER OF PASSPORTS THAT CAN BE SUBMITTED ON A DAILY BASIS. PLEASE FILL OUT ALL THREE RELEASE LETTERS SO THAT WE MAY BETTER SERVE YOU ESPECIALLY IF REQUESTING A 8 DAYS OR LESS SERVICE. IF A RELEASE LETTER IS NOT INCLUDED YOUR PASSPORT WILL BE MAILED BACK TO YOU UPON COMPLETION.

CONTINUED →

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ALSO INCLUDE THE FOLLOWING INFORMATION IF YOU WERE ISSUED A LIMITED PASSPORT BECAUSE:

YOU HAD AN UNACCEPTABLE BIRTH CERTIFICATE OR UNACCEPTABLE IDENTIFICATION:

- 1.) **ORIGINAL CERTIFIED BIRTH CERTIFICATE** ISSUED BY THE STATE OR COUNTY WHERE YOU WERE BORN.
- 2.) **COPY OF DRIVER'S LICENSE** – FRONT/BACK, CLEAR COLOR COPY (OR STATE ISSUED IDENTIFICATION CARD)

YOU LOST THE PREVIOUS PASSPORT:

- 1.) **ORIGINAL CERTIFIED BIRTH CERTIFICATE** ISSUED BY THE STATE OR COUNTY WHERE YOU WERE BORN.
- 2.) **COPY OF DRIVER'S LICENSE** – FRONT/BACK, CLEAR COLOR COPY (OR STATE ISSUED IDENTIFICATION CARD)
- 3.) **LETTER OF EXPLANATION** STATING THAT YOU HAVE CONDUCTED AN EXTENSIVE SEARCH AND HAVE BEEN UNABLE TO LOCATE YOUR PASSPORT. ALSO, STATE THAT YOU WILL NOTIFY THE PASSPORT AGENCY IF YOU WERE TO FIND THE LOST PASSPORT. IF THE PASSPORT WAS LOST OUTSIDE THE U.S.A., PLEASE SEND IN THE ORIGINAL LETTER FROM THE EMBASSY THAT WAS GIVEN TO YOU AT THE TIME YOU RECEIVED YOUR LIMITED REPLACEMENT PASSPORT. IF YOU DO NOT HAVE THIS LETTER, YOU WILL THEN HAVE TO APPLY AS IF YOU ARE A FIRST-TIME NEW PASSPORT APPLICANT USING THE DS-11 APPLICATION.

SPECIAL NOTE: 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.

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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

Letter of Authorization

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(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)



2010 Louisiana Street Houston, Texas 77002
713-659-3686 1-866-849-8472 Fax 832-200-2944
Website: www.passportphotostogo.com Email: info@passportphotostogo.com

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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)



PASSPORT EXPRESS

30102 Scotty Street
Magnolia, TX 77355
(210) 402-0813
(832) 200-2944 – Fax

Letter of Authorization

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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)

ELJAY ENTERPRISES, INC. D.B.A.
PASSPORT PLUS.NET
VISAS • PASSPORTS • DOCUMENTS

Letter of Authorization

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(Last Name, First Name, Middle Name)

Applicant Phone No: _____
(Area Code -XXX-XXXX)

Date: _____
(MM/DD/YYYY)

Courier Company Name: PASSPORT PLUS.NET

Applicant Signature: _____
(If the applicant is under the age of 16 the parent, legal guardian, or person 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.*

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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 1ST, 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.

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