

# VIP PASSPORT SERVICES, INC.

2012 Louisiana Street  
Houston, Texas 77002  
713-659-8472

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



## RESERVATION CANCELLATION POLICY

ALL APPLICANTS REQUESTING THEIR PASSPORT TO BE PROCESSED FASTER THAN THE 3 – 5 WEEK PROCESS ARE REQUIRED TO HAVE A RESERVATION. PLEASE HAVE YOUR PASSPORT DOCUMENTS EMAILED TO INFO@VIPPASSPORTS FOR US TO REVIEW AND SCHEDULE A RESERVATION. THE APPLICANT'S NAME WILL THEN 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 SEPTEMBER 7, 2021, 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 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 TWO BUSINESS DAYS 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			
<b>PASSPORT SERVICES PROCESS SPEED</b>		<input type="checkbox"/> 4 - 7 BUSINESS DAYS <input type="checkbox"/> 8 - 11 BUSINESS DAYS <input type="checkbox"/> 3 - 5 WEEKS	
BILLING INFORMATION <input type="checkbox"/> (CHECK BOX IF SAME AS SHIPPING)			
CONTACT & COMPANY NAME			
ADDRESS (STREET, CITY, STATE, ZIP)			
PHONE NUMBER			
CELL NUMBER			
EMAIL			
P.O. OR BILLING REF#:			
RETURN SHIPPING INFORMATION <input type="checkbox"/> (CHECK BOX TO WAIVE SIGNATURE)			
CONTACT & COMPANY NAME			
ADDRESS (STREET, CITY, STATE, ZIP)			
PHONE NUMBER			
CELL 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	

**DON'T FORGET**

TO EMAIL YOUR DOCUMENTS TO OUR OFFICE FOR OUR COMPLIMENTARY PASSPORT/VISA PRE-CHECK!

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



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## U.S. PASSPORT EXTENSION

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

### VIP PASSPORT SERVICES, INC FEES:

PLEASE MARK THE APPROPRIATE BOX AND  
ADD THE FEES BELOW FOR THE SERVICE YOU  
HAVE REQUESTED:

- \$152.10.... 3 – 5 WEEK PROCESSING (THIS FEE INCLUDES THE \$27.10 TO SHIP TO OUR PASSPORT AGENCY LOCK BOX)
- \$295.00.... 4 – 7 BUSINESS DAY RUSH – **RESERVATION REQUIRED**
- \$225.00.... 8 – 11 BUSINESS DAY RUSH – **RESERVATION REQUIRED**

<u>FEES PER PERSON</u>	
VIP SERVICE FEE:	
<input type="checkbox"/> PASSPORT EXPEDITE FEE:	\$78.32
MONEY ORDER FEE: IF NOT PREPAID	\$6.00
RETURN SHIPPING FEE:	
TOTAL: (NO PERSONAL CHECKS)	

<u>RETURN SHIPPING FEES</u> (CHECK ONE)	
<input type="checkbox"/> PRIORITY LETTER	\$45.00
<input type="checkbox"/> 2-DAY LETTER	\$37.50
<input type="checkbox"/> 3-DAY LETTER	\$27.50
<input type="checkbox"/> SATURDAY	\$85.00
<input type="checkbox"/> 1 <sup>ST</sup> OVERNIGHT	\$95.00-\$145.00
<input type="checkbox"/> LOCAL PICK UP	CALL FOR QUOTE
<input type="checkbox"/> LOCAL DELIVERY	CALL FOR QUOTE
<input type="checkbox"/> AIRPORT DLVY	CALL 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 7:15 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 BUSINESS 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 [INFO@VIPPASSPORTS.COM](mailto:info@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 \$50.00 TO SUBMIT THE ADDITIONAL DOCUMENTS AND MONITOR THE PROCESS UNTIL COMPLETION.

**COMMENTS:** IF YOU REQUESTED THE 3-5 WEEK PROCESS, THERE IS NO NEED TO CHECK ONE OF THE RETURN SHIPPING FEES, BECAUSE IT GETS DELIVERED DIRECTLY BACK TO THE ADDRESS THAT WAS LISTED ON THE DS-5504 APPLICATION AND YOUR OLD PASSPORT WILL COME AFTERWARDS.

REVISED: 1-11-2023 (EL)



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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). **NO ELECTRONIC SIGNATURES ACCEPTED**
- 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 (NO TEMPORARY CHECKS ACCEPTED) OR MONEY ORDER** PAYABLE TO "U.S. DEPARTMENT OF STATE" IN THE AMOUNT OF \$78.32. WE CAN COVER THIS FEE FOR AN ADDITIONAL \$6.00 MONEY ORDER FEE.
- 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.) **X5 AUTHORIZATION LETTERS:** VIP PASSPORT SERVICES INC., EXECUTIVE PASSPORT & VISA SERVICES, PASSPORT EXPRESS, JUST PASSPORTS, 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 FIVEE (5) AUTHORIZATION LETTERS SO THAT WE MAY BETTER SERVE YOU ESPECIALLY IF REQUESTING A 8 DAYS OR LESS SERVICE. **NO ELECTRONIC SIGNATURES ACCEPTED**

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 AT 7:15 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.

REVISED: 1-11-2023 (EL)

**Specializing in Visas, Passports, Apostilles, Document Legalizations, and Translations**



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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**  
**30118 DAVIS STREET**  
**SUITE "A"**  
**MAGNOLIA, TEXAS 77355**  
**713-659-0009**

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

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## Just Passports

600 West 9<sup>th</sup> Street, Suite B

Austin, TX 78701

512-263-7578 or 877-771-RUSH (7874)

[www.justpassports.com](http://www.justpassports.com)

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## EXAMPLE OF COMPANY LETTER OF EXPEDITE

**DO NOT ATTENTION THIS LETTER TO VIP PASSPORT SERVICES, INC.**

**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.