



# 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)



## 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

**DON'T FORGET**

TO 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	
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	
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: \_\_\_\_\_



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## SECOND LIMITED U.S. PASSPORT (ADULT)

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:

\$295.00.... 4 – 7 BUSINESS DAY RUSH – **RESERVATION REQUIRED**

<u>FEES PER PERSON</u>		<u>RETURN SHIPPING FEES</u> (CHECK ONE)	
VIP SERVICE FEE:	\$295.00	<input type="checkbox"/> PRIORITY LETTER	\$65.00
<input type="checkbox"/> PASSPORT BOOK FEE:		<input type="checkbox"/> 2-DAY LETTER	\$57.50
		<input type="checkbox"/> 3-DAY LETTER	\$47.50
MONEY ORDER FEE:	\$6.00	<input type="checkbox"/> SATURDAY	\$95.00
		<input type="checkbox"/> 1 <sup>ST</sup> OVERNIGHT	CALL FOR QUOTE
		<input type="checkbox"/> LOCAL PICK UP	CALL FOR QUOTE
RETURN SHIPPING FEE: SEE * BELOW		<input type="checkbox"/> LOCAL DELIVERY	CALL FOR QUOTE
TOTAL: (NO PERSONAL CHECKS)		<input type="checkbox"/> AIRPORT DLVY	CALL FOR QUOTE

\*FEDEX WILL CHARGE ADDITIONAL FEES FOR ALL RESIDENTIAL DELIVERIES.

**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: \_\_\_\_\_  
\_\_\_\_\_

REVISED: 11-5-2025 (EL)



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## **SECOND LIMITED U.S. PASSPORT REQUEST**

**SECOND LIMITED PASSPORTS ARE NOT ISSUED FOR CONVENIENCE; THEY ARE ISSUED SOLELY AT THE DISCRETION OF THE PASSPORT SUPERVISOR. IN CERTAIN CASES, A DS11 PASSPORT APPLICATION MAY NEED TO BE SUBMITTED.**

### **THE TWO REASONS WHY A SECOND LIMITED PASSPORT WOULD BE ISSUED ARE:**

- YOU HAVE MORE THAN ONE BUSINESS TRIPS THAT REQUIRE A VISA AND YOU WILL BE LEAVING THE UNITED STATES BEFORE YOUR VISA CAN BE OBTAINED. THEREFORE YOU CAN TRAVEL WITH YOUR CURRENT PASSPORT WHILE OBTAINING A VISA IN YOUR SECOND LIMITED PASSPORT or
- YOU WILL BE TRAVELING TO TWO COUNTRIES THAT ARE IN POLITICAL/RELIGIOUS CONFLICT WITH EACH OTHER.

**IF EITHER OF THE ABOVE CRITERIA APPLY TO THE APPLICANT,  
PLEASE SUBMIT THE FOLLOWING:**

- 1.) **CLICK HERE** TO COMPLETE THE GOVERNMENT PASSPORT RENEWAL APPLICATION (DS-82) ONLINE. PLEASE MAKE SURE YOU SIGN IT (NO ELECTRONIC SIGNATURE ACCEPTED)
- 2.) **ONE (1) COLOR PASSPORT TYPE PHOTOGRAPH – NO GLASSES** (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 THREE (3) MONTHS. BE SURE THAT THE PHOTOGRAPH IS TAKEN WITH A WHITE BACK GROUND. **CLICK HERE** FOR MORE GUIDANCE ON PHOTO SPECIFICATIONS. **THEY CANNOT BE IDENTICAL TO THE PHOTOGRAPH IN YOUR CURRENT PRIMARY PASSPORT.**
- 3.) **ONE (1) VALID PRIMARY U.S. PASSPORT**
  - MUST HAVE AT LEAST TWO (2) YEARS OF REMAINING VALIDITY. IF IT DOES NOT HAVE AT LEAST TWO (2) OR MORE YEARS, YOU MAY BE REQUIRED TO RENEW IT BEFORE OBTAINING A SECOND PASSPORT.
- 4.) **DEPARTMENT OF STATE FEE:** \$212.05 (MADE PAYABLE TO “U.S. DEPARTMENT OF STATE”)
- 5.) **ONE (1) COMPANY LETTER**, ON ORIGINAL LETTERHEAD, REQUESTING THAT A SECOND LIMITED PASSPORT BE ISSUED (SEE BELOW FOR THE EXAMPLE)
  - \* SEE BELOW FOR EXAMPLE OF COMPANY LETTER IF THERE IS AN ENTRY/EXIT STAMP FROM ISRAEL IN THE APPLICANT’S PRIMARY PASSPORT

**CONTINUED →**



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- 6.) **ONE (1) COMPLETED ATTACHMENT "A" FORM** *(IF NEEDING PASSPORT DUE TO VISA PROCESSING TIME RESTRICTIONS)*
- 7.) **ONE (1) COMPLETED HN-5 FORM** *(IF NEEDING PASSPORT DUE TO CONFLICTING COUNTRIES)*
- 8.) **ONE (1) LETTER FROM APPLICANT**, REQUESTING THAT A SECOND LIMITED PASSPORT IS ISSUED. *(SEE BELOW FOR THE EXAMPLE)*  
*\* SEE BELOW FOR THE EXAMPLE OF INDIVIDUAL LETTER IF THERE IS AN ENTRY/EXIT STAMP FROM ISRAEL IN THE APPLICANT'S PRIMARY PASSPORT*
- 9.) **ONE (1) TRAVEL ITINERARY** SUPPORTING THE INTERNATIONAL DESTINATIONS AS STATED IN REQUEST LETTER(S).
- 10.) **FIVE (5) AUTHORIZATION LETTERS** – THIS ALLOWS **VIP PASSPORT SERVICES, INC., EXECUTIVE PASSPORT & VISA SERVICE, PASSPORT PHOTOS TO GO, JUST PASSPORTS, AND/OR PASSPORT EXPRESS** TO DISCUSS THE STATUS OF THE APPLICATION AND COLLECT THE PASSPORTS ON YOUR BEHALF. ALL OF THESE WILL NEED TO BE COMPLETED AND SIGNED (NO ELECTRONIC SIGNATURES ACCEPTED)
- 11.) **2<sup>nd</sup> VALID PASSPORT REQUEST STATEMENT** – SEE BELOW PAGES

**NOTE:** PASSPORT CARDS WILL NOT BE ISSUED WHEN REQUESTING A SECOND LIMITED PASSPORT. THEY MUST BE REQUESTED INDEPENDENTLY OR WHEN APPLYING FOR A PRIMARY RENEWAL OR FIRST TIME PASSPORT REQUEST.

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## EXAMPLE

### REQUEST FOR SECOND LIMITED PASSPORT

(INDIVIDUAL LETTER)

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

DEAR PASSPORT REPRESENTATIVE,

I, (APPLICANT'S NAME), AM EMPLOYED BY (COMPANY NAME) AS A/AN (POSITION). MY POSITION REQUIRES THAT I TRAVEL FREQUENTLY ON INTERNATIONAL TRIPS AND USUALLY ON SHORT NOTICE.

I AM REQUESTING THAT I BE ISSUED A SECOND LIMITED PASSPORT TO ENABLE MY COMPANY TO SUBMIT THE LIMITED PASSPORT INTO THE (DESTINATION OF THE 2<sup>nd</sup> TRIP) EMBASSY, WHO HAS ADVISED THAT THE PROCESSING TIME TO HAVE THE VISA ISSUED COULD TAKE AS LONG AS ONE (1) MONTH, WHICH WOULD THEN ALLOW ME TO USE MY CURRENT PASSPORT TO TRAVEL TO (DESTINATION OF 1<sup>st</sup> TRIP) ON (DATE).

SHOULD EITHER PASSPORT BE LOST OR STOLEN, I WILL REPORT IMMEDIATELY THE CIRCUMSTANCES OF THE LOSS TO PASSPORT SERVICES, OR IF ABROAD, TO THE NEAREST U.S. EMBASSY OR CONSULATE. YOUR ASSISTANCE IN THIS MATTER IS VERY MUCH APPRECIATED.

VERY TRULY YOURS,

*Applicant Signs Here*

(APPLICANT NAME)



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## EXAMPLE

### REQUEST FOR SECOND LIMITED PASSPORT

(COMPANY LETTER)

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

DEAR PASSPORT REPRESENTATIVE,

(APPLICANT'S NAME), IS EMPLOYED BY (COMPANY NAME) AS A/AN (POSITION). THEIR POSITION REQUIRES THAT THEY TRAVEL FREQUENTLY ON INTERNATIONAL TRIPS AND USUALLY ON SHORT NOTICE.

WE ARE REQUESTING THAT (HE/SHE) BE ISSUED A SECOND LIMITED PASSPORT TO ENABLE US TO SUBMIT THE LIMITED PASSPORT INTO THE (DESTINATION OF THE 2<sup>nd</sup> TRIP) EMBASSY, WHO HAS ADVISED THAT THE PROCESSING TIME TO HAVE THE VISA ISSUED COULD TAKE AS LONG AS ONE (1) MONTH, WHICH WOULD THEN ALLOW (HIM/HER) TO USE THEIR 2<sup>ND</sup> LIMITED PASSPORT FOR TRAVEL TO (DESTINATION OF TRIP THAT THE 2<sup>ND</sup> PPT WILL BE USED FOR) ON (DATE) AND THEN ALLOW THEM TO UTILIZE THE PRIMARY PASSPORT TO TRAVEL TO (DESTINATION OF 1<sup>st</sup> TRIP) ON (DATE).

SHOULD EITHER PASSPORT BE LOST OR STOLEN, (HE/SHE) WILL REPORT IMMEDIATELY THE CIRCUMSTANCES OF THE LOSS TO PASSPORT SERVICES, OR IF ABROAD, TO THE NEAREST U.S. EMBASSY OR CONSULATE. YOUR ASSISTANCE IN THIS MATTER IS VERY MUCH APPRECIATED.

VERY TRULY YOURS,

*Supervisor's Signature*

(SUPERVISOR'S NAME)

ATTACHMENT A

TO: U.S. DEPARTMENT OF STATE

United States Passport Agency

I, the undersigned, am the bearer of valid U.S. passport number \_\_\_\_\_  
(NUMBER)

issued on \_\_\_\_\_. However, in view of the restricted entry policies and/or the time  
(DATE)

delay in obtaining visas, it is impossible to complete my trip using one passport. Therefore,

I am requesting the issuance of a second valid passport to travel to \_\_\_\_\_,  
(COUNTRY)

which I understand will be valid for four years. Should either passport be lost or stolen, I

will immediately report the circumstances of the loss to Passport Services, or, if abroad, to the

nearest U.S. Embassy or Consulate.

\_\_\_\_\_  
(APPLICANT'S SIGNATURE)

\_\_\_\_\_  
(TODAY'S DATE)

# 2<sup>ND</sup> Valid Passport Request Statement

**Please complete and sign the statement below regarding your request for a second regular passport.**

In view of the restrictive entry policies of one of the countries I will be visiting, prolonged processing delays required to obtain a visa, or the need for multiple visas for my current travel, I am unable to complete my trip utilizing my current regular passport.

Consequently, I am requesting the issuance of a second regular passport to facilitate my travel to the countries listed on my passport application. I understand that the second passport will be valid for a period of four years and that I may reapply for a new passport at the end of that period if the need continues.

Should either of my regular passports be lost or stolen, I will report the circumstances immediately to the Passport Office or the nearest U.S. Embassy or Consulate.

---

**Countries to be visited with approximate dates of travel:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**NAME (Please print legibly):** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

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



United States Department of State

Houston Passport Agency

1919 Smith Street

Suite 1100

Houston, Texas 77002-8049

PLEASE COMPLETE THE FOLLOWING INFORMATION IN ORDER TO COMPLY WITH YOUR REQUEST FOR A SECOND PASSPORT. ALSO SUBMIT EITHER AN ITINERARY FROM A TRAVEL AGENCY OR COMPANY LETTER SPECIFYING COUNTRIES TO BE VISITED.

**REQUEST FOR SECOND PASSPORT**

I, \_\_\_\_\_, AM HOLDER OF PASSPORT  
# \_\_\_\_\_, ISSUED ON \_\_\_\_\_ AT THE \_\_\_\_\_  
PASSPORT AGENCY. MY CURRENT PASSPORT CONTAINS A  
VISA/ENTRY/EXIT STAMP(S) FROM \_\_\_\_\_. I AM  
SCHEDULED TO TRAVEL TO \_\_\_\_\_ ON \_\_\_\_\_.  
DUE TO THE CURRENT CONDITIONS NOW EXISTING BETWEEN THESE  
COUNTRIES, I WILL NOT BE ALLOWED TO ENTER \_\_\_\_\_  
WITH MY CURRENT PASSPORT. THEREFORE, I REQUEST THE ISSUANCE  
OF A SECOND PASSPORT.

I UNDERSTAND THIS PASSPORT WILL BE LIMITED IN VALIDITY NOT TO  
EXCEED TWO YEARS AND WILL NOT STATE A GEOGRAPHIC LOCATION.

I ALSO WILL REPORT IMMEDIATELY THE LOST/THEFT/MUTILATION OF  
EITHER PASSPORT TO THE NEAREST PASSPORT AGENCY OR AMERICAN  
CONSULATE.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE



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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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(Area Code-XXX-XXXX) (MM/DD/YYYY)

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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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