VIP PASSPORT SERVICES, INC.

2012 Louisiana Street
Houston, Texas 77002
713-659-8472
Website: www.vippassports.com Email: 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	
PASSPORT SERVICES PROCESS SPEED	☐ 4 - 7 BUSINESS DAYS ☐ 8 - 11 BUSINESS DAYS ☐ 3 - 5 WEEKS

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			
☐ **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, Apostilles, Document Legalizations, and Translations

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U.S. PASSPORT RENEWAL *(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:

☐ **$158.41…. 3 – 5 WEEK PROCESSING** ***(THIS FEE INCLUDES THE $33.41 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***

FEES PER PERSON	
VIP SERVICE FEE:	
☐ **PASSPORT BOOK FEE:**	
☐ **PASSPORT BOOK & CARD FEE:**	
MONEY ORDER FEE: ***IF NOT PREPAID***	$6.00
RETURN SHIPPING FEE: SEE * BELOW	
TOTAL: *(NO PERSONAL CHECKS)*	

RETURN SHIPPING FEES *(CHECK ONE)*	
☐ **PRIORITY LETTER**	$65.00
☐ **2-DAY LETTER**	$57.50
☐ **3-DAY LETTER**	$47.50
☐ **SATURDAY**	$95.00
☐ **1ST OVERNIGHT**	CALL FOR QUOTE
☐ **LOCAL PICK UP**	CALL FOR QUOTE
☐ **LOCAL DELIVERY**	CALL FOR QUOTE
☐ **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 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-82 APPLICATION AND YOUR OLD PASSPORT WILL COME AFTERWARDS.

REVISED: 10-20-2026 (EL)

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REQUIREMENTS TO EXPEDITE THE RENEWAL OF A U.S. PASSPORT

PLEASE FOLLOW THESE INSTRUCTIONS IF:

YOUR PASSPORT WAS ISSUED LESS THAN FIFTEEN (15) YEARS AGO AND YOU WERE OVER THE AGE OF SIXTEEN (16) WHEN IT WAS ISSUED, YOUR CURRENT PASSPORT HAS NO AVAILABLE VISA PAGES, **OR** YOU WANT TO CHANGE YOUR NAME IN YOUR PASSPORT AFTER ONE YEAR OF ISSUANCE:

1.) **CLICK HERE** TO COMPLETE THE GOVERNMENT PASSPORT RENEWAL APPLICATION (DS-82) ONLINE. **FAILURE TO DO SO WILL CAUSE DELAYS. DO NOT PRINT DOUBLE-SIDED. NO ELECTRONIC SIGNATURES ACCEPTED.**

2.) **ONE COLOR PASSPORT TYPE PHOTOGRAPH** – **NO GLASSES** (2X2). THE HEAD IS MEASURED FROM THE BOTTOM OF CHIN TO THE TOP OF THE HEAD *(INCLUDING HAIR)* AND SHOULD BE BETWEEN 1 INCH AND 1 3/8 INCHES. PHOTOS MUST BE TAKEN WITHIN THE LAST SIX MONTHS AND HAVE AN OFF-WHITE BACKGROUND. BE SURE THAT BOTH EARS CAN BE SEEN. GLASSES ARE NOT PERMITTED. **CLICK HERE FOR MORE GUIDANCE ON PHOTO SPECIFICATIONS.**

3.) **CURRENT PASSPORT BOOK AND/OR CARD** - EXPIRED PASSPORT BOOK/CARD THAT WAS ISSUED LESS THAN FIFTEEN (15) YEARS AGO.

4.) **U.S. DEPARTMENT OF STATE FEE PAID BY MONEY ORDER OR CHECK (NO TEMPORARY CHECKS ACCEPTED)**: *MADE PAYABLE TO "THE U.S. DEPARTMENT OF STATE"*

- $216.87 PASSPORT BOOK – *WE CAN PROVIDE THIS FOR AN ADDITIONAL $6.00*, OR
- $246.87 PASSPORT BOOK AND CARD – *WE CAN PROVIDE THIS FOR AN ADDITIONAL $6.00*

5.) **PROOF OF DEPARTURE THAT SHOWS YOU DEPARTING WITHIN 14 DAYS OR 28 DAYS IF NEEDING A TRAVEL VISA AS WELL** – SUBMIT ONE OF THE FOLLOWING IF YOU ARE REQUESTING THE 4-7 OR 8-11 DAY PROCESS ONLY OTHERWISE NOT REQUIRED:

- A CONFIRMED ITINERARY
- A COMPANY LETTER OF EXPEDITE – SEE BELOW FOR AN EXAMPLE

6.) **LETTER(s) OF AUTHORIZATION** ALLOWING VIP SERVICES, EXECUTIVE PASSPORT & VISA SERVICE, PASSPORT EXPRESS, JUST PASSPORTS, & PASSPORT PHOTOS TO GO (*OUR PARTNER COMPANIES*) TO DISCUSS THE STATUS OF YOUR APPLICATION AND COLLECT THE PASSPORT ON YOUR BEHALF. THE PASSPORT AGENCY HAS A LIMIT ON THE AMOUNT OF PASSPORT APPLICATIONS THAT CAN BE SUBMITTED ON DAILY BASIS. PLEASE FILL OUT ALL AUTHORIZATION LETTERS, SO THAT WE CAN BETTER SERVE YOU. NO ELECTRONIC SIGNATURES ACCEPTED

CONTINUED….

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7.) **ORIGINAL DOCUMENT FOR LEGAL NAME CHANGE** IF DIFFERENT IN CURRENT PASSPORT.

- ORIGINAL OR CERTIFIED COPY OF MARRIAGE CERTIFICATE
- ORIGINAL OR CERTIFIED COPY OF DIVORCE DECREE OR
- ANY OTHER ORIGINAL OR CERTIFIED DOCUMENT TO SHOW THE LEGAL NAME CHANGE.

8.) **COPY FRONT AND BACK OF YOUR DRIVERS LICENSE** - ONLY REQUIRED IF YOU ARE CHANGING YOUR NAME ON YOUR PASSPORT

9.) **COPY OF YOUR SOCIAL SECURITY CARD** - ONLY REQUIRED IF YOU ARE CHANGING YOUR NAME ON YOUR PASSPORT

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REVISED: 10-1-2026 (EL)

VIP PASSPORT SERVICES, INC.

2012 Louisiana Street
Houston, Texas 77002
713-659-8472
Website: www.vippassports.com Email: info@vippassports.com

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 paretnis)

Applicant Name:_____
(Last Name, First Name, Middle Name)

Applicant Phone No: _____ Date:_____
(Area Code – XXX-XXXX) (MM/DD/YYYY)

Courier Company Name: VIP PASSPORT SERVICES, INC.

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

Letter of Authorization

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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)

EVERYTHING UNDER "APPLICANT INFORMATION" WILL HAVE TO BE FILLED IN BY HAND OR TYPED

Applicant Name: _____
(Last Name, First Name, Middle Name)

THIS IS THE DATE THE FORM IS SIGNED

Applicant Phone No: _____ Date: _____
(Area Code-XXX-XXXX) (MM/DD/YYYY)

Courier Company Name: EXECUTIVE PASSPORT & VISA SERVICE

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)

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

Letter of Authorization

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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: PASSPORT EXPRESS

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 Photos To Go
Houston's Leading Passport Company

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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- ☐ 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 agency 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)

Everything under Applicant Information will have to all be filled in by hand or all typed in.

Applicant Phone No: _____ Date: _____
(Area Code-XXX-XXXX) (MM/DD/YYYY)

This should be the date of which this form is signed.

Courier Company Name: Passport Photos To Go

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)

Just Passports

600 West 9th Street, Suite B
Austin, TX 78701
512-263-7578 or 877-771-RUSH (7874)
www.justpassports.com

LETTER OF AUTHORIZATION

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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: Just Passports

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 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.*