



# VIP SERVICES

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: [info@vippassports.com](mailto:info@vippassports.com)

## WORK ORDER REQUEST FORM

(RETURN THIS FORM WITH EACH REQUEST)

### BILLING INFORMATION:

CONTACT: \_\_\_\_\_  
COMPANY: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
PHONE: \_\_\_\_\_  
FAX: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

### RETURN DOCUMENTS TO:

CONTACT: \_\_\_\_\_  
COMPANY: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
PHONE: \_\_\_\_\_  
FAX: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

### BILLING INSTRUCTIONS:

AMOUNT ENCLOSED FOR DEPOSIT: \_\_\_\_\_  
  
YOUR COMPANY P.O. OR REF#: \_\_\_\_\_  
  
AUTHORIZED AMOUNT TO CHARGE MY  
CREDIT CARD: US\$ \_\_\_\_\_

### CREDIT CARD INFORMATION:

TYPE OF CARD: \_\_\_\_\_  
CARD #: \_\_\_\_\_  
EXPIRATION DATE: \_\_\_\_\_  
  
SIGNATURE OF CARD HOLDER  
REQUIRED: \_\_\_\_\_

STATE WHERE THE BIRTH OCCURRED: \_\_\_\_\_

WILL YOU REQUIRE THE BIRTH CERTIFICATE TO BE LEGALIZED BY THE EMBASSY? IF  
SO WHICH COUNTRY WILL THE DOCUMENT BE USED IN: \_\_\_\_\_

NUMBER OF ORIGINAL COPIES REQUIRED: \_\_\_\_\_

RETURN THE COMPLETED DOCUMENT BACK VIA: \_\_\_\_\_

DATE YOU NEED THE COMPLETED DOCUMENT: \_\_\_\_\_

PURPOSE FOR THE BIRTH CERTIFICATE: \_\_\_\_\_

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



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## BIRTH CERTIFICATE INSTRUCTION SHEET

APPLICATION (S) REQUESTED FOR: BIRTH CERTIFICATE-NORTH CAROLINA

### **DOCUMENTS REQUIRED:**

VALID PASSPORT:	<u>N/A</u>	APPLICATION (S):	<u>1</u>
PASSPORT TYPE PHOTO (S):	<u>N/A</u>	ITINERARY/TICKET:	<u>N/A</u>
COMPANY LETTER:	<u>N/A</u>	DRIVERS LICENSE:	<u>1-COPY</u>
COPY OF INVITATION:	<u>N/A</u>	RELEASE LETTER:	<u>1-NOTARIZED</u>
OTHER:	_____		
	_____		
	_____		

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

### **FEES PER PERSON:**

STATE FEE: (SEE BELOW)	_____
VIP SERVICE FEE:	<u>\$75.00</u>
MONEY ORDER FEE:	<u>\$3.00</u>
** SPECIAL HANDLING: (3-5 DAYS RUSH)	_____
OTHER FEES: _____	_____
*ADD RETURN DELIVERY:	_____
<b>TOTAL: (NO PERSONAL CHECKS PLEASE)</b>	_____

#### **\*FEDERAL EXPRESS FEES:**

PRIORITY LETTER	\$29.00
2-DAY LETTER	\$23.50
3-DAY LETTER	\$19.50
SATURDAY LETTER	\$41.50

#### **\*\*VISA PROCESSING TIME**

REGULAR PROCESSING TIME: 2-3 WEEKS

PLEASE MARK THE APPROPRIATE BOX IF YOU NEED TO HAVE THE BIRTH CERTIFICATE ISSUED ON A RUSH PROCESS (\$20.00 SPECIAL HANDLING FEE).

COMMENTS: STATE FEE FOR REGULAR PROCESSING IS \$15.00. IF YOU WOULD LIKE RUSH SERVICE, THE STATE FEE WILL BE \$30.00. IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT OUR OFFICE.

REVISED: 12-19-08 JEN

**Specializing in Visas, Passports, Document Legalization and Translations**

## Application for Copy of North Carolina Birth Certificate

North Carolina requires a \$15 fee for the search of the records, whether the record is located or not. If located, the search fee includes one copy. Additional copies are available for \$5 each if requested at the same time. **Make check or money order payable to North Carolina Vital Records.**

### Please Print

Full Name on Certificate

\_\_\_\_\_  
*First Name Middle Name Last Name*

Date of Birth

\_\_ \_\_ | \_\_ \_\_ | \_\_ \_\_ \_\_ \_\_  
*Month Day Year*

Sex Male Female

Place of Birth

\_\_\_\_\_  
*City County (Choose from drop-list)*

Were parents married at time  
of birth? Yes No

Full Name of Father

\_\_\_\_\_  
*First Name Middle Name Last Name*

Full Name of Mother

\_\_\_\_\_  
*First Name Middle Name Maiden Name (Required)*

Number of Copies Requested: Certified (Legally suitable for any purpose) \_\_\_\_\_ (full size)  
Certified \_\_\_\_\_ (wallet size)  
Uncertified (Suitable for research purposes) \_\_\_\_\_ (full size only)

Your Relationship to the Person Whose Certificate is Requested: (*Check one*)

- |                       |                               |
|-----------------------|-------------------------------|
| 1. Self               | 6. Grandparent                |
| 2. Spouse (current)   | 7. Authorized agent, attorney |
| 3. Brother/Sister     | or legal representative of    |
| 4. Child              | the person listed in 1-6      |
| 5. Parent/Step-Parent | <b>(Proof Required)</b>       |

Other (*for non-family use only*)  
Requestor \_\_\_\_\_  
How do you plan to use this record?  
\_\_\_\_\_

***I hereby certify that all the above information is true to the best of my knowledge. Note: It is a felony violation of North Carolina Law (G.S. 130A-26) to make a false statement on this application or to unlawfully obtain a certified copy of a birth certificate.***

\_\_\_\_\_  
*Signature of Person Applying for Certificate*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Street Address or P.O. Box*

\_\_\_\_\_  
*City, State and Zip Code*

( ) \_\_\_\_\_  
*Telephone Number*

**Office Use Only:** Volume \_\_\_\_\_ Page \_\_\_\_\_ Cartridge/Frame \_\_\_\_\_

Amount received: \$ \_\_\_\_\_ Identification furnished: \_\_\_\_\_



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## RELEASE LETTER

VITAL RECORDS OFFICE

I, \_\_\_\_\_, AUTHORIZE YOUR VITAL RECORDS OFFICE TO DISCUSS THE STATUS OF THE BIRTH CERTIFICATE FOR \_\_\_\_\_ WITH "**VIP SERVICES**", AS THEY WILL BE EXPEDITING MY SERVICE.

I AM THE:

- CHILD LISTED ON THE BIRTH CERTIFICATE
- BIOLOGICAL MOTHER LISTED ON BIRTH CERTIFICATE
- BIOLOGICAL FATHER LISTED ON BIRTH CERTIFICATE
- LEGAL REPRESENTATIVE OF THE CHILD/MOTHER/FATHER LISTED ON BIRTH CERTIFICATE
- OTHER: (SPECIFY/SHOW RELATIONSHIP) \_\_\_\_\_

SINCERELY,

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
NAME-PRINT

THIS SIGNATURE WAS WITNESSED BEFORE ME ON THIS \_\_\_\_\_ OF \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
NOTARY SIGNATURE & SEAL