

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

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 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

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



SECOND LIMITED U.S. PASSPORT RENEWAL (ADULT)

DOCUMENTS REQUIRED

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

U.S. PASSPORT:	1	ONLINE APPLICATION (S):	DS-82
PASSPORT TYPE PHOTO (S):	1-COLOR	PROOF OF DEPARTURE	1-COPY
AUTHORIZATION LETTERS:	5	ATTACHMENT 'A' OR HN-5:	1
COMPANY LETTER:	1	APPLICANT LETTER:	1
2 ND LIMITED PASSPORT:	1		

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:

- \$95.00.....5 TO 8 DAY RUSH - **RESERVATION REQUIRED**
- \$145.003 TO 4 DAY RUSH - **RESERVATION REQUIRED**
- \$195.00SAME DAY RUSH - **RESERVATION REQUIRED**

<u>FEES PER PERSON</u>	
STATE DEPARTMENT EXPEDITING FEE:	\$60.00
STATE DEPARTMENT BOOK FEE:	\$110.00
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 9-27-2018 JENN

Specializing in Visas, Passports, Document Legalization and Translations

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



SECOND LIMITED U.S. PASSPORT RENEWAL

SECOND LIMITED PASSPORTS ARE NOT ISSUED FOR AS A CONVENIENCE; THEY ARE ISSUED SOLELY AT THE DISCRETION OF THE PASSPORT SUPERVISOR. IN CERTAIN CASES A DS-11 MAY NEED TO BE SUBMITTED.

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

- YOU HAVE MORE THAN ONE BUSINESS TRIP THAT REQUIRES A VISA AND YOU WILL BE LEAVING THE U.S. BEFORE THE VISA(S) CAN BE OBTAINED, REQUIRING A SECOND PASSPORT ALLOWING TRAVEL WITH THE CURRENT PASSPORT WHILE OBTAINING A VISA IN THE SECOND LIMITED PASSPORT

OR

- YOU WILL BE TRAVELING TO TWO COUNTRIES THAT ARE IN POLITICAL/RELIGIOUS CONFLICT WITH EACH OTHER.

- 1.) [CLICK HERE](#) TO COMPLETE THE GOVERNMENT PASSPORT RENEWAL APPLICATION (DS-82) ONLINE. ONCE YOU HAVE COMPLETED THE FORM, CLICK ON THE "CREATE FORM" BUTTON AND THEN PRINT IT. **BE SURE TO SIGN IN BLUE INK. FAILURE TO DO SO WILL CAUSE A DELAY.**
- 2.) **ONE (1) COLOR PASSPORT PHOTOGRAPH – NO GLASSES** (2x2) TAKEN WITHIN THE PAST THREE (3) MONTHS. BE SURE THAT THE PHOTOGRAPHS ARE TAKEN WITH AN OFF-WHITE BACKGROUND AND BOTH EARS CAN BE SEEN. THEY **CANNOT** BE IDENTICAL TO THE PHOTOGRAPH IN YOUR CURRENT PASSPORT. [CLICK HERE](#) FOR MORE GUIDELINES ON ACCEPT PHOTOS.
- 3.) **CURRENT PRIMARY PASSPORT AND CURRENT SECOND LIMITED PASSPORT**; THE PRIMARY PASSPORT HAS TO HAVE AT LEAST (2) TWO YEARS OF VALIDITY REMAINING. IF IT DOES NOT HAVE AT LEAST TWO (2) OR MORE YEARS, APPLICANT MAY BE REQUIRED TO RENEW THE PRIMARY PASSPORT BEFORE OBTAINING A SECOND PASSPORT RENEWAL.
- 4.) **CHECK OR MONEY ORDER** PAYABLE TO "DEPARTMENT OF STATE" IN THE AMOUNT OF \$170.00. (\$110.00 PASSPORT FEE + \$60.00 EXPEDITE FEE = \$170.00 TOTAL)
- 5.) **COMPANY LETTER**, ON ORIGINAL LETTERHEAD AND SIGNED IN **BLUE INK** REQUESTING THAT A SECOND LIMITED PASSPORT BE ISSUED.
- 6.) **LETTER FROM THE APPLICANT**, ON ORIGINAL LETTERHEAD AND SIGNED IN **BLUE INK** REQUESTING THAT A SECOND LIMITED PASSPORT IS ISSUED.
- 7.) **STATEMENT LETTER (ATTACHMENT "A" FORM LETTER)** FROM THE APPLICANT, REGARDING EITHER OF YOUR PASSPORTS BEING LOST OR STOLEN AND REQUESTING TO PLEASE ISSUE YOU A 2ND PASSPORT. **DO NOT REPRINT AND/OR TYPE ON LETTERHEAD**, SIGN IN **BLUE INK**.
- 8.) **ONE (1) COMPLETED SECOND LIMITED PASSPORT "HN-5" FORM (WHEN APPLICABLE)** SIGN IN **BLUE INK**
- 9.) **TRAVEL ITINERARY** SUPPORTING THE DEPARTURE DATE(S) AND INTERNATIONAL DESTINATIONS AS STATED IN THE COMPANY/INDIVIDUAL LETTER
- 10.) **LETTER OF AUTHORIZATION** AUTHORIZING **VIP SERVICES, EXECUTIVE PASSPORT & VISA SERVICE, PASSPORT EXPRESS, PASSPORT PLUS VISAS, AND PASSPORT PHOTOS TO GO** TO DISCUSS THE STATUS OF THE APPLICATION AND COLLECT THE PASSPORTS ON APPLICANT'S BEHALF, SIGNED IN **BLUE INK**

CONTINUED →

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



SPECIAL NOTES:

- 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.
- 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.

REVISED 9-27-2108 JENN

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



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 2nd 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 1st 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)

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



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 2nd 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 PRIMARY PASSPORT TO TRAVEL TO (DESTINATION OF 1st 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)



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

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



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

Please carefully read the information below before completing this 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 a 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 pick up 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 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 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)

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)



Letter of Authorization

Please carefully read the information below before completing this 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 a 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 pick up 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 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 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)

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)



PASSPORT EXPRESS

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

Letter of Authorization

Please carefully read the information below before completing this 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 a 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 pick up 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 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 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)

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)

PASSPORT PLUS VISAS

VISAS • PASSPORTS • DOCUMENTS

Letter of Authorization

Please carefully read the information below before completing this 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 a U.S. passport agency cannot discuss 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 pick up 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 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 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 acting in loco parentis)

Applicant Name:

(Last Name, First Name, Middle Name)

Applicant Phone No: _____

(Area Code -XXX-XXXX)

Date: _____

(MM/DD/YYYY)

Courier Company Name: PASSPORT PLUS Visas

Applicant Signature: _____

(If the applicant is under the age of 16 the parent, legal guardian, or person acting in loco parentis must sign.)

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



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.

SPECIALIZING IN VISAS, PASSPORTS, DOCUMENT LEGALIZATION AND TRANSLATIONS