

SERVICE REQUEST FORM

HOW DID YOU HEAR ABOUT US? RETURNING CLIENT REFERRAL INTERNET YELLOW PAGES

FULL NAME OF APPLICANT: _____

PHONE (DAYTIME): _____ PHONE (EVENING): _____

PHONE (MOBILE): _____ E-MAIL ADDRESS: _____

PERSON REQUESTING SERVICE
(IF DIFFERENT FROM APPLICANT): _____

PHONE (DAYTIME): _____ PHONE (EVENING): _____

PHONE (MOBILE): _____ E-MAIL ADDRESS: _____

DATE OF DEPARTURE (FROM USA): _____ / _____ / _____ PASSPORT MUST BE IN YOUR POSSESSION BY: _____ / _____ / _____
MONTH DAY YEAR MONTH DAY YEAR

RETURN DOCUMENTS:

CALL FOR PICK-UP: DAYTIME EVENING MOBILE OTHER _____

SHIP TO (NO P.O. BOXES):

SHIPPING METHOD:

FedEx® (IPV Account)* FedEx®: _____ Airbill Enclosed Other: _____
YOUR ACCOUNT SPECIFY

* IPV Account is FedEx Priority Overnight® unless requested otherwise. (Additional fees apply)

NAME: _____ COMPANY: _____ PHONE: _____

STREET: _____ CITY: _____ STATE: _____ ZIP CODE: _____

PASSPORT SERVICES:

FORM DS-11 FORM DS-82 FORM DS-4085 FORM DS-5504
First Time/Minors/Lost/Stolen/Mutilated Renewal/Second Passport Additional Visa Pages Name Change/Correction/Limited

PROCESSING TIME: 5 WORKING DAYS 48 HOURS NEXT DAY SAME DAY OTHER: _____

VISA SERVICES:

Country: _____ Tourist Business Work Student Transit Other _____ Number of Entries _____

PROCESSING TIME: REGULAR EXPRESS RUSH ULTRA RUSH OTHER: _____

Country: _____ Tourist Business Work Student Transit Other _____ Number of Entries _____

PROCESSING TIME: REGULAR EXPRESS RUSH ULTRA RUSH OTHER: _____

METHOD OF PAYMENT:

VISA MASTERCARD AMERICAN EXPRESS CHECK (ONLY CA CHECKS) MONEY ORDER

CARD NUMBER: _____ EXPIRATION DATE: _____ / _____ / _____ CVV: _____
MONTH YEAR 3 OR 4 DIGIT CODE ON BACK OF CARD

CREDIT CARD BILLING ADDRESS (NO P.O. BOXES):

STREET: _____ CITY: _____ STATE: _____ ZIP CODE: _____

I, _____, authorize EPV to charge the fees for the services provided to my credit card.
PRINT CARDHOLDER'S NAME (AS IT APPEARS ON CREDIT CARD)

CARDHOLDER'S SIGNATURE: _____ DATE: _____ / _____ / _____

Note: By submitting this form, I authorized Express Passport and Visas to charge the above mention fees. We assume no responsibility for loss, delay or rejection of any document held by the US government, foreign embassies and consulate, mail and courier services. No refund no cancel orders.