

CONTACT INFORMATION - Who should we contact if there are questions

NAME: First Last PHONE NUMBER EMAIL ADDRESS

WHAT DATE DO YOU NEED YOUR PASSPORT(S) RETURNED (MM/DD/YYYY)

WHAT IS YOUR DEPARTURE DATE? (MM/DD/YYYY)

RUSH MY VISA?

Additional consular and/or PAVO rush service fees apply. Visa orders only. Not available for all destinations.

Yes No

TRAVELER INFORMATION

DATE OF BIRTH
mm/dd/yyyy

PHONE NUMBER

EMAIL ADDRESS

Applying for a passport?

NAME as printed in passport

Yes No

Yes No

Yes No

If there are more than three travelers, please use a second work order form

COUNTRIES REQUIRING VISAS

FIRST ENTRY

LAST EXIT

VISA TYPE (Ex., Tourist, Business, Work, etc.)

OF ENTRIES
(SINGLE, DOUBLE, MULTIPLE)

COUNTRY

DATE

DATE

PASSPORT SERVICES

WHICH PASSPORT(S) DO YOU NEED? **Choose all that apply**

First Time Renewal 2nd Passport Name Change Lost/Stolen Damaged/Mutilated For a Child

Passport Card: This wallet-sized card has the same validity as your passport and is used to enter the U.S. from Canada, Mexico, the Caribbean, and Bermuda via land or sea. The card will be mailed separately to your address. The PAVO service fee is \$25.

PASSPORT(S) SERVICE REQUESTED:

24 HOUR FOUR BUSINESS DAYS SEVEN BUSINESS DAYS

All services subject to slot availability

SELECT A SHIPPING METHOD: CHOOSE ONE

FedEx Overnight (\$32.00) FedEx Overnight 8 AM (\$65.00) FedEx Saturday Delivery (\$60.00) Same Day or Courier (Charge varies) Pickup at Our Office Pre-Paid Airbill Included

SIGNATURE REQUIRED?

Deliver With Signature Deliver Without Signature

YOUR SHIPPING ADDRESS

NAME COMPANY NAME if applicable PHONE NUMBER

STREET ADDRESS APT OR SUITE CITY STATE ZIP CODE

PAYMENT DETAILS:

Check or money order included with application
 If you are paying by credit card, please complete the credit card information below.

NAME ON CARD CARD NUMBER EXPIRY DATE BILLING ZIP CODE

BILLING REFERENCE

SIGNATURE: By signing below, you agree to our terms and conditions as stated on our website.